

BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

Burntwood Lane, London, SW17 0AQ

Tel: 020 8946 6201

Email: info@burntwoodschoo.com

Website: www.burntwoodschoo.com

Roll: 1,544 (Sixth Form 413)



Recruitment Pack

Join us

Sixth Form Administrator (1-year, fixed term)

Closing date: Friday 28th June 2024, 1pm

Start Date: August 2024

'The best education today, for the women of tomorrow.'

Job Advertisement

Role: Sixth Form Administrator (1-year, fixed term)

Full time/Part time: Term Time Only + 3 weeks*

Working Hours: 36 hrs per week, 08:30 to 16:30, Mon - Fri

Salary Grade: Inner London NJC Scale 4, SP7 (actual salary currently £28,072 per year)

Reporting to: Head of Sixth Form

Commencing: August 2024

** Work during some of the school holiday period will be required.*

We are seeking to appoint a highly motivated and pro-active Sixth Form Study Administrator to join us from August 2024.

The post-holder will play a significant role within the Sixth Form Team, working closely key members of staff to provide administrative support and other relevant duties to maintain the smooth running of the Sixth Form.

You will have responsibility for supporting members of the Sixth Form Team with key administrative duties, including (but not limited to) organising exam timetables and staffing, tracking students' attendance and updating Sims regularly, communicating with students, families and staff, overseeing the 16-19 bursary fund, ensuring that bursary applications are processed and monitored effectively amongst other key duties.

The ideal candidate will show initiative, be able to think independently and sensibly and will set clear boundaries with students, supporting the Sixth Form Team in upholding high expectations of all Sixth Form students. The candidate will also understand their role in safeguarding all students and will follow all safeguarding procedures when necessary.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

Please read the Applicant Info Pack for full details of the job responsibilities and person specification. This will be helpful for you when completing your application, and throughout the recruitment process. Details of this vacancy is also available on our school website: <https://www.burntwoodschool.com/staff/current-vacancies/>.

Should you require any other details please contact our HR team at recruitment@burntwoodschool.com

How to apply

To apply for this role, please select 'QUICK APPLY' on the TES recruitment website and complete the online application form. You can access the TES recruitment website via

[Sixth Form Administrator, Wandsworth - Tes Jobs](#)

CVs or any other form of application will not be accepted.

The closing date for applications is **Friday 28th June 2024 at 1pm.**

Interviews will take place week beginning **1st July 2024**

If you have not been called for interview by Monday 1st July 2024, you should assume that you have not been successful on this occasion.

School Information

About Burntwood – An Academy for Girls

Click [HERE](#) to view our school video.

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,553 students, of whom 413 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, NACE accreditation, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious RIBA Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

Department Information

Burntwood Sixth Form

At Burntwood Sixth Form we believe in providing the best education today for the women and men of tomorrow.

In order to fulfil this ambition, we provide our students with the guidance, expertise and experience in order to support them in becoming well-rounded, confident, thoughtful and articulate young adults. We firmly believe that everybody, not just a privileged few, should be given every opportunity to progress to higher education. With this in mind, we not only ensure that our students receive the very best academic support, but also that they are exposed to a wide variety of enrichment and careers guidance and work-related learning.

Part of our aim is to ensure that our students take proactive steps to secure their future successes; we expect our students to actively seek new experiences and enrich their knowledge and understanding in order to become highly sought-after prospective university students. With the support of our experienced and dedicated staff, alongside our expert career adviser and the Sixth Form team, our students are given every opportunity to flourish both in terms of their personal development as well as their academic achievements.

We are incredibly proud of our students' achievements and are excited by the prospect of future students and staff joining our dynamic and focused community.



Person Specification

Role: Sixth Form Administrator (1-year, fixed term)

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Reporting to: Head of Sixth Form

Commencing: August 2024

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The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

Ref	Criteria	Essential	Desirable
1	A positive, proactive and professional attitude	X	
2	The ability to take initiative and carry out duties effectively	X	
3	Excellent communication and literacy skills	X	
4	Excellent ICT skills, including using Microsoft Excel efficiently.	X	
5	To have authority in the Sixth Form Study areas and set clear boundaries for students	X	
6	The ability to work collaboratively and seek advice when necessary	X	
7	Experience of working with SIMS		X

Job Description

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Main Duties and Responsibilities

Administrative Duties:

- Supporting the Sixth Form Team in the monitoring of attendance on a daily basis – sharing this information with relevant members of staff.
- Drafting letters, texts and other communication to families to alert them to attendance issues.
- Administration of the centralised detention system in the Sixth Form.
- Supporting the Sixth Form Team in the recruitment process, including use of our admissions system Admissions +.
- Providing administrative support in Sixth Form events such as Parents Information Evening.
- Supporting in the administration of non-public exams.
- Administration of the 16-19 bursary.
- Other reasonable administrative tasks within the Sixth Form.

Sixth Form Study Supervision:

- To support in the supervision of students during their study periods in the sixth form study areas
- To set high expectations of behaviour and conduct in all study areas
- To create and maintain a calm, orderly and friendly Sixth Form environment in the study areas
- To support students in engaging with activities outside of lessons, including enrichment, extra-curricular and super-curricular events.
- To ensure that the study spaces are kept in good order throughout the day.
- To create motivational displays to encourage all students to make the best possible progress.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

Additional Information

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and Head of Cluster. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: