



# Clitheroe Royal Grammar School

Founded in 1554

## SIXTH FORM SECRETARY

**35 hours per week Monday to Friday**

**Salary: Grade 5 Point 6 (£25,183) to Point 11 (£27,269) p.a. pro rata depending on experience  
(pay award pending)**

**Actual salary £21,061 to £23,107 p.a.**

**Term Time only plus 7 days during the summer holiday**

An exciting opportunity has arisen to work within a busy school office team in providing an efficient administration for the student recruitment and admission process to our Sixth Form.

The successful candidate will need to have excellent interpersonal and organisational skills with the ability to act on your own initiative. Experience in Microsoft Office 365 is essential. The postholder will have the opportunity to develop a wide range of skills and work as part of an experienced team.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at [www.crgs.org.uk](http://www.crgs.org.uk).

**The closing date for applications is 12 noon on Monday 14<sup>th</sup> July 2025 and interviews are expected to take place week commencing 14<sup>th</sup> July 2025.**

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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June 2025

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The successful candidate will be responsible for administering the recruitment and admission process of students to the Sixth Form. You will organise and administer Sixth Form admissions, Options Meetings for current students, in addition to Open Evenings for prospective students. You will liaise with Heads of Learning to produce subject information for Open Evenings and students who are joining Sixth Form. In conjunction with the Headteacher's Personal Assistant, you will assist to promote the school on social media, the school website and at Open Evenings. This is a busy and varied role where you will be contributing to the students experience whilst at Sixth Form.

The successful candidate must be enthusiastic, self-motivated, approachable and responsive to enquiries from staff, students and parents. You will require excellent interpersonal skills along with the ability to organise a variety of different tasks, and you will be required to prioritise work throughout the day to deal with a variety of different responsibilities whilst maintaining high standards. A good working knowledge of Microsoft Office 365 is essential. Experience of Schools Information Management System (SIMS) would be an advantage, but training will be given.

As a school we are committed to continuous staff development and relevant training will be made available where required to the successful candidate. Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for, I encourage you to apply. Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at [www.crgs.org.uk](http://www.crgs.org.uk).

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom  
**Bursar**



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## Job Description - Sixth Form Secretary

|                       |                                                                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Salary</b>         | Grade 5 Point 6 (£25,183) to Point 11 (£27,269) p.a. pro rata depending on experience (pay award pending)<br>Actual Salary £21,061 to £23,107 p.a. |
| <b>Responsible to</b> | Headteacher, Deputy Headteacher-Head of Sixth Form and Bursar                                                                                      |
| <b>Location</b>       | Sixth Form / Main School                                                                                                                           |
| <b>Hours of Work</b>  | 35 hours per week, term time only plus 7 days to be worked during examination results period to the start of the new term.                         |

### Main Administrative & Secretarial Duties

#### Sixth Form Recruitment and Publicity

To oversee the efficient administration of the recruitment cycle to the Sixth Form.

- Administration and production of all publicity materials (including Sixth Form Guide, leaflets and flyers, promotional materials for all events, including Ribble Valley Schools Careers Events, Sixth Form Open Evening, publicity photographs etc).
- Liaison with all feeder schools regarding recruitment, including organising staff attendance at Careers Fairs, assemblies etc.
- Maintain the KS4/5 Transition booklet for Lancashire CC and update course directory (DfE website).
- Liaison with Heads of Learning to produce Subject Sheets, Transition Packs etc.
- Organise Sixth Form Open Evenings.
- Contribute to the maintenance and updating of the Sixth Form Website in conjunction with Headteacher's PA.
- Maintenance and updating of Sixth Form social media (Facebook) and Sixth Form news in conjunction with the Headteacher's PA.

#### Sixth Form Admissions

To oversee the efficient administration of the admissions process for students joining the Sixth Form.

- Maintain Admissions+ portal for Sixth Form admissions, keeping up to date with Admissions+ changes.
- Create and monitor online application form via Admissions+.
- Collate application statistics weekly and share with Headteacher and Deputy Headteacher-Head of Sixth Form.
- Create and maintain individual application folders (students) and staff packs for Options Meetings.
- Organise all aspects of Options Meetings (January – March) including booking system, administration on the evenings and subsequent 'offer' communications.
- Organise ad-hoc tours for prospective families and answer all admissions questions via phone and email.
- Co-ordinate effective communication with applicants and their parents / carers, including bookings for events and arrangements for enrolment.
- Liaise with the Data Manager / Senior Assistant Headteacher to share data relating to timetable / option blocks etc and applicant details.

- Contribute to staff training and the creation of staff folders for Results Days (A Level and GCSE).
- Liaise with Student Support Managers / SENDCO regarding new students with additional needs
- Administration of both Results Days.
- Oversee all arrangements for Sixth Form Enrolment on GCSE Results Day, including operation of Admissions+, creation of folders, responding to all Sixth Form admissions queries, communication of confirmation emails.
- Administer distribution and collection of paperwork for new Year 12 students, including Student Agreement, Learning Agreement, ICT Acceptable Use Agreement etc.
- Organise Year 12 Induction Day, including student registration and “Go to” Guide.

### **Sixth Form Events**

To organise any Sixth Form events, in addition to those already mentioned, such as A Level Certificate presentation and Year 13 Leavers Breakfast.

### **Other Responsibilities**

To contribute to the general administration and smooth running of the Sixth Form.

- SEND administration for the SENDCO relating to Sixth Form students.
- Administration of Work Scrutiny and Student Voice at Sixth Form.
- Update student information on SIMS as and when appropriate.
- Complete Lancashire CC data regarding applications and enrolments as appropriate.
- Secretarial support for SLT members based at Sixth Form.
- Administer Sixth Form suspensions and exclusions.
- Provide cover for the Main Office as and when required.

### **Other Duties**

- Any other reasonable duties as defined by the Bursar/Deputy Headteacher-Head of Sixth Form.
- To complete a three-day First Aid in the workplace training course, act as a First Aider at either site as needed and maintain the certification while an employee of CRGS.

### **Contribution to Whole School**

- To work within and promote all school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

### **Conditions of Service**

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 35 hours a week, term time only plus 7 days summer work (during examination results period to the start of the new term, to be agreed with the Bursar/Deputy Headteacher-Head of Sixth Form). Hours for the post will be for the benefit of the school but are expected to be 8:00am to 4:00pm with one hour for lunch Monday to Friday.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at any site.

**AGREED BY:** Lynne Higginbottom

**June 2025**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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## Person Specification Form - Sixth Form Secretary

|                                                                                                                                                                                  | Essential | Desirable | Method of Measuring |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------|
| <b>Qualifications</b>                                                                                                                                                            |           |           |                     |
| Excellent numeracy and literacy skills                                                                                                                                           | X         |           | A, C, I             |
| 5 GCSE level 5-9 or equivalent to include Maths and English                                                                                                                      | X         |           | A, C                |
| Qualification in the use of computer software / word processing                                                                                                                  |           | X         | A, I                |
| <b>Experience</b>                                                                                                                                                                |           |           |                     |
| Experience of providing an effective general administrative service                                                                                                              | X         |           | A, I, R             |
| Experience of working in a school                                                                                                                                                |           | X         | A, I, R             |
| Extensive knowledge and experience of Microsoft Office 365                                                                                                                       | X         |           | A                   |
| Experience of SIMS (School Information Management Software)                                                                                                                      |           | X         | A, I                |
| Demonstrate suitability of working with young people                                                                                                                             | X         |           | A, I, R             |
| <b>Knowledge/skills/abilities</b>                                                                                                                                                |           |           |                     |
| Ability to perform tasks efficiently and accurately and use own initiative when appropriate                                                                                      | X         |           | I, R                |
| Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines effectively and to meet deadlines through excellent organisational skills | X         |           | I / AF              |
| Effective written and verbal communication skills appropriate to a range of different situations                                                                                 | X         |           | A, I                |
| Ability to work flexibly as the workload demands and to accommodate the changing needs of the school                                                                             | X         |           | I                   |
| Excellent inter-personal skills                                                                                                                                                  | X         |           | A, I                |
| Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.                        | X         |           | A, I                |
| Ability to build and maintain effective working relationships                                                                                                                    | X         |           | A, I, R             |
| Ability to maintain strict confidentiality of information received and processed with discretion                                                                                 | X         |           | A, I                |
| <b>Other</b>                                                                                                                                                                     |           |           |                     |
| A commitment to sustain regular attendance at work with a flexible approach to working hours                                                                                     | X         |           | I, R                |
| A commitment to continuing professional development                                                                                                                              | X         |           | A, I                |
| Willingness to undertake additional training and undergo first aid training to fulfil first aid duties                                                                           | X         |           | A, I                |
| Full driving licence                                                                                                                                                             |           | X         | A                   |

**Note to Applicants:**

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria, then the desirable criteria will be used.