



JOB DESCRIPTION

Job Title:	Sixth Form Administrator	Department:	Sixth Form
Reports To:	Head of Sixth Form	Date:	January 2026

Purpose of the Position:

The Sixth Form Administrator plays a key role in ensuring the efficient and effective administration of all matters relating to the Sixth Form. Reporting to the Head of Academic Support and working closely with the Head of Sixth Form, this position supports the academic and pastoral management of Sixth Form students. The post holder will liaise with colleagues across Higher Education, Careers, and Performance teams to provide accurate data, coordinate events, and maintain smooth day-to-day operations within the Sixth Form Centre.

Departmental Information

The Sixth Form at Wellington College provides a dynamic and supportive environment for students aged 16–18, preparing them for success in higher education and beyond. Based in the purpose-built Sixth Form Centre, the team delivers academic guidance, pastoral care, and tailored university and careers support. Working closely with Heads of Sixth Form, Higher Education, and Careers, the department coordinates UCAS processes, enrichment programmes, and major events, ensuring every student benefits from a holistic and forward-looking experience.

Main Tasks and Responsibilities:

Higher Education and Careers

- Manage room bookings and coordinate logistics for Sixth Form events.
- Create and display promotional materials for talks and events, as directed by the Director of HE and Head of Careers.
- Liaise with the Community Office and Marketing Department to ensure events are communicated to parents via WCPA and The Week Ahead.

UK Higher Education and UCAS

- Organise the annual Universities Fair in collaboration with the Director of HE.
- Produce and maintain accurate data on university offers, admissions, and test scores.
- Support the universities admissions presentations.
- Monitor UCAS form completion and flag concerns to the Head of Sixth Form and Housemasters.
- Process and submit UCAS applications following tutor and subject teacher checks.
- Disseminate key UCAS updates and information to staff and students.

International Universities

- Prepare, certify, and dispatch academic transcripts for international applications.
- Support the organisation and administration of information talks.

General Sixth Form Administration

- Collate and analyse Sixth Form data, including results analysis.
- Oversee allocation and monitoring of pupils in Supervised Study.
- Assist with Sixth Form assemblies, including speaker bookings and attendance monitoring.
- Provide day-to-day operational support in the Sixth Form Centre.
- Organise enrichment activities for Lower Sixth during summer term week 9.
- Coordinate internal and external communications for Sixth Form, including bulletins, end-of-term letters, and parents' conference information.
- Assist with major Sixth Form events, including:
 - Summer Term Black-tie Dinner
 - Eve of Speech Day and Graduation
 - Upper Sixth Yearbook
 - Socials

Person Specification – Knowledge and Experience

Essential

- 5+ GCSEs (A*-C / 4-9), including English and Maths.

- Demonstrated administrative experience in a busy office environment.
- Experience of managing complex data sets and producing accurate reports.
- Ability to prioritise and manage multiple tasks in a fast-paced environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

Desirable

- A recognised administrative or business qualification (e.g., NVQ Level 3 or equivalent).
- Awareness of safeguarding requirements and child protection principles.
- Strong understanding of GDPR and data confidentiality.
- Knowledge of UCAS processes and higher education application systems.
- Familiarity with international university application processes (e.g., SAT, transcripts).
- Experience using iSAMS and EVOLVE.
- Proficiency in digital platforms and virtual event coordination.
- Experience in event coordination and stakeholder communication.
- Evidence of continued professional development in administration or data management.

Skills and Personal Qualities

- Exceptional communication and interpersonal skills, enabling positive and professional engagement with colleagues, pupils, parents, and visitors.
- Highly organised, proactive, and self-motivated, with the ability to manage competing priorities and deliver to tight deadlines.
- Resilient and composed under pressure, maintaining a solutions-focused approach.
- A collaborative team player who demonstrates initiative and supports a culture of excellence.
- Tactful and discreet, with a strong commitment to safeguarding and confidentiality.
- Polished and professional presentation, reflecting the high standards of Wellington College.
- Enthusiastic and committed to ongoing learning and professional growth.
- Meticulous attention to detail and accuracy, ensuring quality in all administrative outputs.
- Adaptable and flexible, with a willingness to support events and activities beyond core duties when required.
- Strong digital literacy and confidence in using technology to enhance efficiency and communication.
- Ability to build positive relationships and foster an inclusive environment that reflects the College's values.

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

Kindness Integrity Respect Responsibility Courage

The College may adjust the duties of this role as needed to meet operational requirements. In exceptional cases, the postholder may be asked to take on similar responsibilities to support the team during busy periods or staff shortages, with consideration given to their skills and workload. All staff are expected to uphold the College's commitment to safeguarding children and young people, and to follow health and safety policies, including proper use of equipment and care for their own and others' wellbeing.