



THE ELLEN WILKINSON SCHOOL
— FOR GIRLS —

SIXTH FORM ADMINISTRATOR RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE SIXTH FORM ADMINISTRATOR

Post Title:	Sixth Form Administrator
Report to:	Head of Sixth Form
Salary:	NJC Scale 4, Point 7 – £24,454 approx (inclusive of allowances & additional days) Term time plus 8 additional days (following results day in mid August) Hours: 08:30 – 3:00pm (30 hrs per week)

Main Purpose of the Post

To provide an effective administration and student support service for the Sixth Form.

Main Duties

Enrolment and admissions

- Preparation of enrolment packs in the summer
- Enrolment of students onto the SIMS in August/September
- Printing timetables
- Holding and checking enrolment forms for completeness and accuracy
- Be the single point of contact for any changes to student's details and curriculum and to keep appropriate records of any change

Applications

- Coordinate the updating of subject information on the website
- Prepare promotional materials for Sixth Form Open evening
- Administer the year 11 taster day
- Record internal and external applications
- Arrange interview appointments for both internal and external applicants
- Using Applica check references for external applicants and follow up where necessary
- Liaise with external applicants on transition day and offers
- Administer the Induction day in June/July
- Determine year 11 student destination and conduct a sample survey of year 11 leavers



THE ROLE OF A SIXTH FORM ADMINISTRATOR

Attendance and Punctuality

- First day calling for absence for identified vulnerable students
- Using Truancy call to follow up and record general student absence and to follow up on unauthorised absences
- Arrange the distribution and return of the weekly attendance reports
- Organise the recording of lateness and administer the late detentions and absence detention
- Monitor student attendance and report concerns to the pastoral team
- To answer student queries regarding attendance and to check and record reasons for authorised absence

Assessment

- Use existing data to produce analysis of student progress
- Use assessment data to identify and track underachievement and to administer intervention sessions.

Examinations

- Telephone students to collect examination results and update administrative records accurately.

Sixth form notice boards

- To liaise and take responsibility for updating the sixth form notice boards in the study area and the sixth form corridors.

Day to day

- To undertake day to day administrative tasks as required
- To invigilate internal and external examinations
- All staff in school will be expected to accept the reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.



THE PERSON SPECIFICATION

Essential Requirements

Knowledge, Skills, Abilities

1. Ability to use relevant equipment and technology
2. Ability to communicate effectively both verbally and in writing with colleagues, parents/carers, students
3. Ability to work in collaboration with others, and as part of the whole school team
4. Ability to understand and respect the principles of confidentiality
5. Ability to relate well to students and adults alike
6. Ability to prioritise workload and work well under pressure
7. A commitment to the Vision of the School
8. A commitment to the School's Equal Opportunities Policy

Education and Experience

8. Education to at least GCSE level (or equivalent)
9. Previous experience of working in a school environment

Personal Qualities

10. Ability to demonstrate an excellent record of punctuality and attendance
11. Have an enthusiastic and positive attitude towards learning and a belief that all children can succeed

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.



LIVING AND WORKING IN EALING

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TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **Sixth Form Administrator** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Wednesday 21st October 2026 at 12:00 midday.**

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 an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



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QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE & A Level results

SIXTH FORM ADMINISTRATOR

NJC Scale 4, Point 7 – approximately £24,454 (inclusive of allowances & additional days)

Term time plus 8 additional days (following results day in mid August)

Hours: 08:30 – 3:00pm (30 hrs per week)

We are seeking to recruit an outstanding and motivated Sixth Form Administrator to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

The Closing Date for the post is Wednesday 21st October 2026 at 12:00 midday.

We reserve the right to close the vacancy early so we encourage early applications for interested candidates

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.