



SIXTH FORM ADMINISTRATIVE CO-ORDINATOR

We are looking for an enthusiastic and approachable administrator to work within the Colfe's Sixth Form team from August 2023. This post is 30 hours per week across 5 days in term-time plus a further 60 hours per year outside of normal school days including the administration of exam results in August and attendance at some school events. The hours can be discussed further at interview.

The current Sixth Form team consists of a Director of Sixth Form and two Assistant Heads of Sixth Form, supported by a team of tutors plus a Head of Careers, a Counsellor and the Exams Officer. The post of Sixth Form Administrative Co-ordinator was created due to the expansion of the number of pupils in the school. The post-holder will work closely with all members of the Sixth Form team and with the pupils themselves. The role does not include any teaching but willingness to supervise and interact with pupils is essential.

Responsible to: The Director of Sixth Form.

Personal Specification

- Excellent communication and organisational skills.
- Good written and computer skills including Microsoft Office.
- An interest in, and preferably experience of, working with young people and within an educational setting.
- Able to work proactively and to take initiative

Specific Responsibilities:

- Provide high quality administrative support for the Director of Sixth Form and Assistant Heads of Sixth Form as required
- Co-ordinate Sixth Form related logistics for events both on and off site.
- Book and make arrangements for visiting speakers
- Prepare and send communications to parents and pupils
- Close liaison with the Senior School Office
- Monitoring and follow up on absence and punctuality issues
- Supervision of pupils while in the Sixth Form Study Room and monitoring of study periods completed by each student.
- Administration of the 'Green Card' discipline system
- Work closely as a team to ensure that this area of the school runs smoothly and has a positive and friendly atmosphere.
- Work with the Assistant Head of Sixth Form (Academic) to administer the university application (UCAS) system and check accuracy of applications when completed.
- Other tasks as reasonably directed by the Headmaster or Director of Sixth Form

Application procedure: The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be an interview and lesson observation for short listed candidates.

The application may be submitted either electronically or by post, to:

Post:	Electronic:
Mrs A Ross	recruitment@colfes.com
Human Resources	
Colfe's School	
Horn Park Lane	
London SE12 8AW	

Applications should be sent as soon as possible and by **5pm, 28 June** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.