

SIXTH FORM ADMINISTRATOR



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Application Pack – Associate Staff



Sixth Form Administrator

To start as soon as possible

Scale 4 (Points 7-11) £22,235-£23,734 (actual salary)

We are looking to recruit a well-qualified and skilled administrator to provide secretarial and administrative support for the Assistant Principal (Sixth Form) and Sixth Form Directors who have responsibility for students in Years 12 and 13.

The role requires someone who has good organisational skills including managing and meeting deadlines. The successful applicant must have excellent IT skills, good attention to detail and excellent oral and written communication skills.

Working hours 8.00am-4.00pm Monday - Friday term time plus 10 days in school holidays. (35 hours over 41 weeks per annum).

Hayes School is a high achieving, oversubscribed school, which provides excellent education for its students as well as exciting opportunities for professional and career development for staff. The school benefits from its proximity to central London and excellent transport links whilst bordering the beautiful Kent countryside.

"Pupils enjoy school and achieve highly." (OFSTED, 2022)

"The curriculum is especially well throughout." (OFSTED, 2022)

"All who work in the school understand and share these values. This is the Hayes Way" (OFSTED, 2022)

We can offer:

- Motivated students with outstanding attitudes to learning.
 - Outstanding student behaviour.
- Excellent facilities for staff, including an on-site fitness suite.
- An excellent induction and support programme for new staff.
 - An employee Assistance Programme and flu vaccination.
 - Innovative approaches to Teacher Professional Development
- Opportunities to work with other schools through established partnerships.
 - A friendly working environment

Closing Date: Monday 18th September 2023

Interviews will take place: W/C 18th September 2023

We are committed to equality of opportunity for all our staff.

We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body.

We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

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. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.



HAYES SCHOOL

Principal: Mr S J Whittle M.A. (Cantab), P.G.C.E. NPQH

West Common Road, Hayes, Kent. BR2 7DB

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September 2023

Dear Applicant

RE: VACANCY SIXTH FORM ADMINISTRATOR

Thank you for your enquiry about the post of Sixth Form Administrator at Hayes School.

I hope that this pack gives you all the information you need at this stage and that I can look forward to your application.

Should you wish to arrange a visit to the school or to have an informal discussion prior to submitting your application please do not hesitate to contact the school.

The closing date for applications is **Monday 18th September at 9.00am**

Please send your completed application form and covering letter to vacancies@hayes.bromley.sch.uk

If you require any additional information or have any questions, please contact Blessing Opayemi, HR Officer, at boo@hayes.bromley.sch.uk

Yours faithfully

Steve Whittle
Principal



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Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE



HAYES SCHOOL

WELCOME

Our School

Hayes School is a high achieving, oversubscribed and well-disciplined 11-18 co-educational school with excellent accommodation and facilities set in very attractive grounds. We provide an outstanding education for our students as well as exciting opportunities for professional and career development for staff. Our 1700 students have a desire to succeed and to learn displaying excellent attitudes and behaviour. Relationships between students and staff are very good and staff enjoy opportunities to lead and participate in a wide range of extra-curricular activities and trips. (There are over 80 clubs and over 100 trips take place every year)

In September 2022, Hayes School was judged Outstanding by Ofsted:

- "It is clear that Hayes School provides all pupils with an exceptional experience."
- "Pupils behave extremely well. They are polite, respectful of others and have excellent professional relationships with their peers and teachers".
- "Leaders and teachers have developed a consistent approach to their work in the classroom".
- "A great deal of emphasis is given to ensuring that teachers are experts in their subjects".
- "Staff were especially positive about the way their wellbeing and workload is considered by leaders".

Attainment and progress are high and significantly above local and national averages. In 2022, students achieved considerable academic success in GCSE, A level and vocational, L1/2 qualifications. 82% of GCSE students achieved at least a Grade 4 in English and Maths, 37% of all grades were Grade 7-9 and students made excellent progress across a range of subjects/courses. We achieved our best ever A level results with 38% and 69% of students achieving A*-A and A*-B grades (or equivalent) respectively.

However, Hayes is not complacent. We have a relentless commitment to improvement. We judge everything we do by the standard "would this be good enough for my child?" All staff go the extra mile to provide challenge, support and opportunities for every child.

We are very proud of our school, of the opportunities we provide, and of our role in the community. We strive to build on our success creating an environment where each individual is valued: an environment that fosters tolerance and compassion, vibrant, caring relationships, life-long learning skills and a strong sense of moral purpose.

Our Sixth Form

Our Sixth Form of over 500 students is heavily oversubscribed and successful. "The Sixth Form curriculum meets the needs of all students and includes a range of academic and vocational qualifications (Ofsted 2022)."

The Hayes School Sixth Form is a thriving and inclusive community of staff and students. The Sixth Form has a proven track record of academic excellence which is underpinned by high levels of pastoral care with expert guidance given to all students to aid them in achieving their academic and personal aspirations.

The Sixth Form Team consists of two specialist Sixth Form Learning Mentors, a Sixth Form Administrator, a Sixth Form Secretarial Assistant and two Sixth Form Directors. The team is led by the Assistant Principal (Sixth Form).

Our Facilities

Hayes School benefits from a beautiful campus comprising green spaces, trees and a variety of purpose-built teaching blocks. The School offers exceptional educational facilities, which are continually being maintained, extended and developed. We have a newly installed purpose-built fitness suite for use by students and staff.

Partnerships with local sporting clubs support our academy programmes and provide students and staff with access to high quality coaching and expertise.

Our arts provision in art, music, dance and drama is outstanding – students excel and benefit from high quality teaching and a wide range of opportunity.

All teachers and students have access to ICT to enhance teaching and learning.

The school benefits from:

- A significant number of networked computer suites across the school
- Apple Mac computer classrooms
- Media and photography equipment including digital stills, video cameras, studio and dark room
- Industry standard machinery including laser cutters and CAD/CAM equipment
- State of the art audio-visual equipment to support high quality performances
- Interactive whiteboards and networked PCs in all classrooms
- A high speed wireless network across the campus
- A range of software and cloud-based apps to support the curriculum
- A Staff Committee with a focus on supporting staff wellbeing

Our students

Our students are a delight to work with. They are kind, caring and supportive of each other. We have “uncompromising aspirations” for all and encourage our young people to aim high and to live our motto “Excellence through Endeavour.” Hayes students want to do well and recognise that they need to work hard to achieve their own personal ambitions. The “Hayes Way” enables all students to demonstrate the behaviours for learning we expect and supports us in sustaining an environment where all are respected and can be safe, happy and successful.

We have a well-developed pastoral system and staff genuinely care about our students as individuals. We encourage students to participate in school life and to lead our school. There are countless opportunities to volunteer, mentor other students and participate in extra-curricular clubs, activities and educational trips and visits.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. We are a community of lifelong learners and enjoy modelling this to students. A bespoke core and optional training programme provides continuous professional development, which balances the needs of the school and the individual. Teaching and leadership development programmes are delivered in-house through our Teaching School and there are opportunities to mentor and support trainee teachers, participate in Lesson Study and our coaching programme.

An induction programme, staff buddies and active staff committee all contribute to helping staff new to the school to find their feet. All staff are willing to share expertise, resources and ideas and are a great source of support.

We are committed to working in partnership with other schools, both within and outside our Trust. We encourage and support further learning and research and there are opportunities for specialist career progression and to work with and support other schools through networks and partnerships.

Staff regularly go the extra mile at Hayes to support students and to give their time to the broad extra-curricular programme, which includes sports, music, drama and a host of trips, exchanges, clubs and other activities.

We are a friendly team of teachers and associate (support) staff and look forward to welcoming you to our school.

The Impact Multi Academy Trust

Hayes School joined with Ravens Wood School in April 2017 to form the Impact Multi Academy Trust.

From 1st September 2022, our trust merged with Langley Park Learning Trust to form a new trust of seven schools (Clare House Primary School, Hawes Down Primary School, Hayes School, Langley Park Primary School, Langley Park School for Boys, Langley Park School for Girls and Ravens Wood School).

It is rare to see two high performing, like-minded trusts come together in the interests of providing better and more sustainable education and care for all of the children in their schools and community, but we believe this is what the Impact Multi Academy Trust is.

Our schools are popular and high performing, serving the same community. They are also driven by a commitment to improving even further to deliver the very best education, care and life chances for all children. We are driven by educational and moral purpose as well as enlightened self-interest. We want all schools within the Trust to retain their identity and compete, but also to collaborate to provide an outstanding educational experience that impacts on the life chances of all students. This is reflected in our Trust vision, mission and values.

There is an African proverb "If you want to travel fast travel alone. If you want to travel far travel together." Together in collaboration, we will build on the strengths of both schools, address those areas that could and should be improved further, and travel both fast and far in the interests of all our students.

Working within a trust provides opportunities for support from a network of Teachers across all our schools.

For more information about the school, please watch our introductory video (click on image below)



What do parents say about Hayes School?

"Hayes School produces wonderful young people"

"The school encourages the students to achieve the best they can, to reach their potential."

"My children are comfortable and relaxed at school with good friends. They respect their teachers and enjoy their day. They never complain or moan about school. We are extremely happy with Hayes School."

"I have been so impressed and grateful for the dedication shown by teachers to enable my son to achieve the best that he can."

"Strong leadership and management starts from the top and filters throughout the whole school."

"The school has a family feel about it."

"Hayes is an outstanding school that doesn't rest on its laurels. The school continues to strive to do better and with each passing year it does become even better."

"The leaders are regularly seen around the school talking to students which I think is great to see."

"I believe you have created a school environment which is what a school should be. Happy, safe, that allows students to be the best they can be and celebrates them for who they are."

"The support my child has received both pastorally and academically has been brilliant. The teaching is fantastic and the good behaviour of all students is maintained."

"A huge range of opportunities and leadership activities is offered to children and they receive recognition for this."

"Hayes as a place is a fantastic community and this school is at the heart of it."

"Hayes has built a reputation that is the envy of many other schools. As parents, we are very grateful that our children attend Hayes, as this will stand them in good stead for their futures."

What do staff say about working at Hayes School?

These are just some of the soundbites from some of our staff. For more information visit our website and click on [Working at Hayes](#).

"Since starting at Hayes, it has been clear that Teaching and Learning is at the very heart of everything at the school. I feel very supported here at Hayes, especially in developing teaching and learning practice."

"Students are incredibly dedicated and hardworking and are always pushing themselves to do their best. Working with students that are proactive, marvellously polite, well-mannered, and with high goals, is a really exceptional experience."

"The organisation and effective set up of whole-school procedures make Hayes School both a fulfilling and straight forward place at which to work."

"When I look back at my time at Hayes so far, it's very rewarding to see how I've progressed professionally. Every year I have been encouraged to, and have taken on responsibilities that I never thought I could do when I began teaching here."

"Academic success is central to the vision and aims of the school, but this is not at the detriment of the absolute commitment to the development of the whole child. The pastoral support, the ACTIVE (PSHE) curriculum and the extra-curricular opportunities are truly outstanding."

"Staff are highly motivated, committed to excellence and are always willing to support each other."

"Hayes is a true community school, which everyone is proud to be part of. I feel very much a valued member of a vibrant team working here."

"Hayes School is the kind of school you wished you could have attended as a child. The possibilities and opportunities are endless!"

JOB DESCRIPTION

Main Purpose of Job

The main purpose of this post is to provide secretarial and administrative support for the Assistant Principal (Sixth Form) and Sixth Form Directors who each oversee students in Years 12 and 13.

Specific Tasks and Responsibilities:

- Administer the Admissions procedures for Year 12 including application and interview process.
- Input and maintenance of accurate student information and data on our Information Management System (Bromcom) for Year 12 and Year 13.
- Update the Sixth Form prospectus
- Assist with the organisation of Sixth Form events.
- Type/mail merge/send correspondence to parents/carers, further education establishments, visitors and others.
- Deal with telephone enquiries regarding Sixth Form students and courses.
- Undertake filing of Sixth Form correspondence as required.
- Draft references for students and ex-students and liaise accordingly.
- Assist with A Level and GCSE results days in August.
- Update the Sixth Form website – no programming knowledge required.
- Attend Sixth Form Open Evening.
- Oversee the Biometric attendance system.
- Administer the Pastoral Detention system for Sixth Form students.
- Assist in raising the profile of the Sixth Form via school bulletin, newsletter and website.
- Any other administration tasks that may be requested of Sixth Form team.

Other Duties:

- To be a member of the Sixth Form office team, attend staff meetings, scheduled in school training activities and workshops and undertake training as required.
- To work in support of whole school development plans.
- To take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- To provide first aid support as required (training will be provided).
- To carry out any other duties as required by the Line Manager.

PERSON SPECIFICATION

Qualifications & Training	
Good general standard of education with qualifications to at least GCSE level with 5 A*-Cs including English and Maths (or equivalent)	Essential
A-Level or equivalent standard	Desirable
Experience	
Experience of working in administration	Essential
Experience of working in a school environment	Desirable
Knowledge	
Proven competency with Microsoft Office 365	Essential
Working knowledge of information management systems e.g. SIMS/Bromcom	Desirable
Skills and Aptitude	
Be able to communicate effectively and accurately in written and spoken English	Essential
High level of accuracy and attention to detail	Essential
Good communication and interpersonal skills when working with staff, students, parents and other stakeholders	Essential
Excellent administrative skills	Essential
Have good time management and personal organisational skills	Essential
Calm, confident attitude	Essential
Ability to work in a team and individually	Essential
Experience of working in a similar role	Desirable
Personal Attributes	
Professional in manner, actions and appearance	Essential
Be passionate about young people and their education	Essential
Show evidence of being able to build and sustain effective working relationships with a range of people	Essential
Have an excellent punctuality and attendance record	Essential
Have a capacity for hard work	Essential
Energy and enthusiasm	Essential
Resilient	Essential
Flexibility and adaptability to meet the needs of the school	Essential
Positive attitude to work	Essential
Sense of humour	Essential
Special Requirements of the Role	
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential
Diplomacy, tact and discretion	Essential
Ability to keep confidentiality	Essential

EXPLANATORY NOTES

Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful you will receive either a letter, email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
- 3) Candidates called to an interview will:
 - a) Be given a tour of the school.
 - b) Have an opportunity to meet with members of the team/department
 - c) Complete a task
 - d) Have a formal interview with the Principal and/or a member of the Senior Leadership Team.

Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of eligibility to work in the UK.
- 3) Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 4) Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

The salary is NJC Outer London Scale 4 Point 7-11 at £22,235-£23,734 (actual salary)

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.