



Blenheim

Sixth Form Administrator

Salary: Grade 6 Point 6 (£30,048) FTE

Actual Salary: £27,366

(37.5 hours per week, 40 weeks per year)

Start Date: November 2024



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BACKGROUND INFORMATION

Blenheim High School became Surrey's most improved school for public examination outcomes in 2018, was categorised by Ofsted as 'Good' in all areas in May 2019, has been oversubscribed since 2020 and achieved its best public examinations results in summer 2023. In March 2023, despite the consistently large increase in student recruitment, Blenheim secured the biggest increase in first preference Year 7 applications across Surrey.

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1410 students on roll including over 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent. The intake comprises of students from all surrounding areas with ability levels being favourable; over 40% of all students have high prior attainment at the end of Key Stage 2. In recent years the school's popularity has grown significantly, as detailed below:

Year	2023	2022	2021	2020	2019	2018	2017
Number of Year 7 Students Recruited	248*	248*	248*	248*	234	209	188

* Waiting lists currently operate in these four year groups.

As a Single Academy Trust Blenheim's features include:

- A 36-week academic year with a fortnight October half term break and a 7-week summer holiday.
- Formative assessment is embedded across the curriculum ensuring students have a clear understanding of their 'next steps'.
- A significant financial reserve, which Blenheim has complete autonomy to invest.
- Modern buildings and infrastructure, that benefitted from £1.75million of investment in 2022/2023.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- A comprehensive co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy and a Blenheim Golf Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and Year 13 students until 5pm Monday – Thursday, with complimentary biscuits, squash and pizza.

In 2019, Blenheim was characterised as a 'good' school following a Section 5 Ofsted inspection. Please [click here](#) to read the Ofsted Report. Ofsted commented that the school had excellent capacity to continue improving. The Headteacher, Mr A A Bodell, has made a long term commitment to Blenheim.

Blenheim converted to Academy Status in March 2012 and has developed many community and primary school links. Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, an AstroTurf pitch, bespoke sixth form facilities and grass football and rugby pitches. Together with a very supportive and well qualified governing body the school continues to prosper. Visitors often comment on the calm, purposeful learning environment that pervades.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

As Blenheim students prepare to take up their place in society they are actively encouraged to become independent learners. Part of this process involves the use of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable and this approach is key to ensuring that students develop attributes that will allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school.

BLenheim GCSE RESULTS 2023

Blenheim's 2023 GCSE and A Level results broke school records in a number of areas. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well-timed interventions and consistent monitoring of student performance, coupled with an extended day for Years 11 & 13 students, led to the majority of outcomes surpassing those achieved previously.

'The return to pre-pandemic grading means that national results will be lower than last summer. It will be most meaningful to compare this year's results with 2019, the last year that summer exams were taken before the pandemic.'

Rachel Taylor, Associate Director, Standards & Technical Issues, Ofqual

Headline Figures

GCSE Grade 9 - 4

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 4 incl. Maths & English	66%*	65%
Maths 9 - 4	74%	78%
English Language 9 - 4	76%*	72%
English Literature 9 - 4	75%	78%
Maths & English only 9 - 4	70%*	64%
Combined Science 9 - 4	83%*	71%
Total 9 - 4	70%*	69%
School Record *		

GCSE Grade 9 - 5

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 5 incl. Maths & English	44%	41%
Maths 9 - 5	52%	58%
English Language 9 - 5	59%*	53%
English Literature 9 - 5	62%*	53%
Maths & English only 9 - 5	49%*	49%
Combined Science 9 - 5	65%*	53%
Total 9 - 5	55%	53%
School Record *		

GCSE Grade 9 - 7

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 7 incl. Maths & English	10%*	4%
Maths 9 - 7	18%	21%
English Language 9 - 7	22%*	9%
English Literature 9 - 7	24%	12%
Maths & English only 9 - 7	14%*	8%
Combined Science 9 - 7	27%*	21%
Total 9 - 7	23%	17%
School Record *		

BLenheim GCSE RESULTS 2023

English Baccalaureate Curriculum Outcomes (Grades 9 – 5 and 9 - 7).

	Blenheim 2023	Blenheim 2019
Geography 9 - 7	21%	17%
Geography 9 - 5	50%	57%
History 9 - 7	21%	16%
History 9 - 5	50%	35%
French 9 - 7	38%	40%
French 9 - 5	69%	75%
Spanish 9 - 7	34%	36%
Spanish 9 - 5	82%	68%
Computing 9 - 7	60%	12%
Computing 9 - 5	80%	53%

10 Highest Achieving GCSE Students.

Name	GCSE				Destination
	Grade 9	Grade 8	Grade 7	Grade 6	
Student 1	4	4	1		Blenheim Sixth Form
Student 2	3	4	2		Blenheim Sixth Form
Student 3	2	6	1		Sutton Grammar
Student 4	2	5	2		Blenheim Sixth Form
Student 5	4	2	2	1	Esher College
Student 6	3	4	1	1	Blenheim Sixth Form
Student 7	3	3	2	1	Blenheim Sixth Form
Student 8	3	3	2	1	Blenheim Sixth Form
Student 9	3	1	5		Blenheim Sixth Form
Student 10	4	2	1	1	Blenheim Sixth Form

BLenheim A LEVEL RESULTS 2023

A Level Outcomes

	Blenheim 2023	Blenheim 2019
A* - A	23%*	16%
A* - B	50%*	41%
A* - C	76%	71%

School Record *

L3 BTEC Outcomes

	Blenheim 2023	Blenheim 2019
D*	13%*	6%
D* - D	52%*	25%
D* - M	80%*	50%

School Record *

10 Highest Achieving A Level Students.

Names	Grades	Qualification 1	Qualification 2	Qualification 3	Qualification 4	Destination
Student 1	A* A* A*	Mathematics	Further Maths	Physics	n/a	Oxford – Physics
Student 2	A* A A C	Biology	Chemistry	Further Maths	Maths	Leeds – Medicine
Student 3	A* A A	Chemistry	Mathematics	Further Maths	n/a	Bristol – Maths
Student 4	A* A A	Chemistry	Mathematics	Further Maths	n/a	D'ham - Primary Teaching
Student 5	A A A B	English Lit	Psychology	Mathematics	History	Nottingham – Law
Student 6	A A A	Drama	Geography	Sociology	n/a	Durham - Geography
Student 7	A A A	Biology	Chemistry	Sociology	n/a	B'ham – Medical Science
Student 8	A* A B	Biology	Further Maths	Mathematics	n/a	Surrey – Maths
Student 9	A A A	Mathematics	Physics	Product Design	n/a	Warwick – Engineering
Student 10	A B Dis *	Biology	Chemistry	BTEC H&S Care	n/a	Applying for Vet Medicine

JOB PROFILE

Hours: 37.5 hours per week, 40 weeks p.a.

Days: Monday to Friday

Days to include: GCSE and Sixth Form results days in August and three additional days of Sixth form enrolment in the summer

Additional requirements: Sixth form information and open evenings, for which time off in lieu will be granted



The Aim

The Role

To provide a direct, confidential and comprehensive secretarial, effective administrative and day to day monitoring service to the Sixth Form. Working closely with all members of the Sixth Form and Senior Leadership.

Accountable to

- Head of Sixth Form, Assistant Headteacher

Supported by

- Designated Safeguarding Lead, Exams Officer, Head of Sixth Form, Deputy Head of Sixth Form – Academic, Deputy Head of Sixth Form – Pastoral, Form Tutors, Heads of Department and outside agencies.

Safeguarding

To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children. Undertake DSL Training.

Key Responsibilities

6th Form

- General logistical assistance for the Sixth Form, including filing, word processing, photocopying, mail merge, Parentmail, Excel, SIMS, PARS, Social Media, and the website. This will include coordinating the delivery of the weekly Sixth Form Newsletter to teachers, faculty, and parents.
- Guarantee that all written correspondence and phone messages are listened to within 48 hours.
- Record absences on PARS and inform tutors and the Sixth Form Leadership Team of absences and the actions that are needed, as per the attendance protocol.
- Record and send out a truancy call for missing students- notify the Sixth Form Leadership Team of absences and the actions that are needed, as per the attendance protocol.
- Monitor the attendance of students during the school and Extended Day – notify staff of actions if there is a truancy.
- On behalf of the Head of Sixth Form, have and maintain a friendly atmosphere in the Sixth Form for visitors and pupils.
- Collaborate with the Head of Sixth Form, Sixth Form Leadership Committee, and Senior Leadership Team to ensure that the desired quality of customer support is met.
- Manage the Head of Sixth Form's schedule, including interviews, meetings, and schedules, to keep them up to date.
- Plan Parents' Evening and Sixth Form Open Events.
- Serve as a point of touch for students and parents who wish to speak with the Head of Sixth Form or Deputy Heads of Sixth Form about issues, in order to maintain the appropriate level of customer support.
- Serve as a point of contact during the absence of the Head of Sixth Form, ensuring that messages are relayed correctly and promptly.
- Handle the Sixth Form school absence number and absence email address, as well as track student attendance.
- Track student lesson attendance by delivering half termly attendance analysis – coordinate with the Deputy Head of Sixth Form to send attendance letters out.
- Handle the application process in coordination with the Head of Sixth Form. Tracking student submissions and speaking with students and parents about applications and deals are all part of the job. Contact all applicants to notify their application has been received.
- Organise and schedule the 6th Form Interviews with the Leadership team and contact the parents and students to inform them of their times.
- Work together with the Head of Sixth Form and the Deputy Headteacher-Curriculum to keep track of subject blocks and class sizes, as well as manage and coordinate year 11 into 12 subject choices.
- Work with the Head of Sixth Form to organise the recruitment process, Taster Day and Induction Day for Year 11.
- Work with colleagues to complete the census.
- To interact and monitor ATL and Achievement Clinic letters and attendance in collaboration with the Sixth Form and Senior Leadership team.
- To coordinate registers and class lists for student enrichment classes and monitor enrichment attendance and class sizes.
- Keeping track of student home-learning plans and scheduling student sign-in and out, as well as engaging with parents.

- Create a calm and organised atmosphere in the student café and social areas with regular monitoring.
- To communicate with other Sixth Form schools and colleges if required.
- To connect with outside groups, departments, and guest speakers.

General

- Maintain the highest standards of quality at all times dealing courteously with all visitors, and internal members of staff.
- Be pro-active in anticipating problems and to take actions to prevent them arising. Where this is not possible, minimise their effect and impact, resolving any conflict through empathy and negotiation, and meet objectives by balancing priorities and/or improving job effectiveness.
- Plan and organise the daily workload prioritising accordingly.
- Communicate effectively by telephone, letter and email, drafting appropriate responses when necessary and reporting back to relevant staff.
- Demonstrate a keen interest in all aspects of Sixth Form and school activities and to promote them both internally and externally.
- Work closely with the other members of the leadership team's administrative support when there are areas of overlapping responsibilities.
- Support the Exams Officer and Admissions' Administrator as required.
- Contribute to the planning, development and improvement of administrative procedures and systems by regular evaluation of roles and procedures demonstrating a growth mind-set i.e. 'always wanting to get better'.
- Other reasonable tasks as requested by the Headteacher or Head of Sixth Form. For example, supervision of students with exceptional circumstances.
- To undertake any other wider whole school duties commensurate with the level of the post as required.

Whole School

- Assist with Sixth Form Open Evenings and marketing initiatives within the school.
- Assist with the organisation of events in which the Sixth Form students are working with younger students.

Person Specification

- Work experience/education/training that shows the expertise, talents, and abilities required to fulfil the job's responsibilities.
- Proven experience in a fast-paced world providing outstanding administrative, technological, clerical, and customer service support functions.
- Strong written communication skills, including an understanding of correct grammar, punctuation, and spelling, as well as the ability to proofread and make acceptable edits.
- Excellent use of Microsoft Excel to compile and display important student data such as attendance, ATL, and achievement.
- Ability and expertise performing complex word-processing activities, such as mail merges, paper production/preparation, mailing list management, and occasional document updates.
- Excellent preparation, organising, and arranging abilities.
- Strong leadership skills, as well as effective logical and problem-solving skills and the capacity to act creatively on delegated tasks.
- Shared experience with internal departments and external collaborators.

- Ability to work in a working atmosphere and make decisions as part of a team; work with other staff's schedules while being versatile and able to negotiate and address problems with little direction; work professionally with all levels of staff.
- Ability to work under pressure, follow tight deadlines, and successfully maintain time to work on various projects in a high-pressure, short-duration environment, as well as respond to shifts in workload demand and goals.

The successful applicant will be required to work the A Level results days in August, as well as the GCSE results days in August – so to support with student next destinations and enrolment.

REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional reasonable duties, as required by the Headteacher. This role is expected to evolve as the school continues to develop and grow, and the post-holder will be expected to operate flexibly to accommodate ad hoc projects and analysis and to take a lead on these where appropriate. This job description will be reviewed and updated as required, in consultation with the postholder and the Headteacher.



THE APPLICATION PROCESS

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Marianela Olivares, Human Resources Manager at Recruitment@blenheim.surrey.sch.uk.

The closing date for receipt of applications is **12.00pm (noon) on Monday 25 November 2024**.

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Please be reminded that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

