



ST MARY'S CALNE

Sixth Form & Higher Education Administrator

Permanent (35 Hours), Term Time + 4 Weeks (39 weeks total)

ROLE OVERVIEW

The Sixth Form & Higher Education Administrator reports to the Director of Sixth Form, Higher Education & Careers for the day-to-day management and coordination of these areas. They provide general administrative support for all related events and processes, liaising with teaching and support colleagues across the school.

PERSON SPECIFICATION

Qualifications, knowledge, skills and experience

- Excellent interpersonal and communication skills with very good written and spoken English.
- Excellent organisational and time management skills; competency in the use of ICT for administration purposes.
- An enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff.
- A keen eye for detail as well as the ability to work on own initiative.
- Experience with the administration of UCAS for university applications is beneficial.
- Knowledge and awareness of the Higher Education sector and Careers programmes, or willingness to develop.
- Previous experience of event organisation or co-ordination would be advantageous.
- Ability to: work flexibly to fulfil the requirements of the post, including Tuesday evening Lecture Programme approximately alternate weeks; prioritise; work calmly under pressure.
- An understanding of the expectations, ethos and aims of a full boarding school.
- Committed to the safeguarding and wellbeing of children and young people.

MAIN DUTIES:

Higher Education Applications

- Administration of Sixth Form tracking documents including coordination of predicted grades, references and grade transcripts for UK and overseas applications.
- To update and manage the Universities & Futures pages on the relevant internal and external IT systems and websites.
- To set up and administrate the new UCAS (University and Colleges Admissions Service) cycle on UCAS Apply; monitor, check and communicate any amendments to applications to students; upload references and predictions to applications and send to UCAS.
- To update the UCAS Guidance Booklets for LVI (Year 12) and UVI (Year 13) PQA (Post Qualification Applicants).
- To keep up-to-date records of each UCAS cycle, including offers and destinations, and maintain these on the school database (iSAMS).
- To assist during August A Level Results re university outcomes.

HE & Careers Events Coordination

- To coordinate a programme of Careers events throughout the school, in liaison with the Head of PSHE, Director of Sixth Form and the Development Team, to include but not exclusive to the following:
 - To assist with Donaldson Week Careers events for the IV Form (Years 7 – 9)
 - To organise the UVI Oxbridge, University and Careers Practice Interview Day (Autumn term) working with an external company and including local school candidates.
 - To organise the UV (Year 11) Careers Networking Evening (Autumn term).
 - Assist with Lunchtime Careers Seminars.
 - To organise the LVI Careers Conference: *Inspiring Futures* (Spring Term).
 - To organise the UV-LVI Oxbridge Information Evening, including local schools (Spring Term).
 - To organise the LVI University Talks and Student Panel (Summer Term).

Lecture Programme Organisation

- To develop a series of talks for the benefit of the pupils and the wider school community, ensuring that the topics are wide-ranging, inspiring and informative.
- Liaise with the Development Office, Events Team and Heads of Departments to research and contact potential speakers; identify potential dates and coordinate the programme.
- Liaise with speakers re all aspects of their visit, including travel arrangements, technical requirements, speaker fees and book-signings as appropriate.
- Generate promotional material for Marketing, internal use and for the wider Calne community, including local schools.
- Oversee all event arrangements, including technical requirements, external audience guestlist, lecture supper, etc.
- Host external audience guests and allocate seating for visitors and students.
- Organise photographs and write-ups for Marketing.

General Administration

- Providing support to the Director of Sixth Form.
- Assist with the administration of the election of the new Head Girls Team.
- Format and coordinate regular Marketing publications for Higher Education & Careers.
- Administration of UV Work Experience, including documentation to parents and assistance with organisation of placements where necessary.
- Coordination and formatting of the UV Independent Summer Work Booklet.
- Coordination of the Sixth Form Induction Programmes for September.

Comply with any reasonable request to undertake similar work not specified in the job description

Safeguarding

- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and wellbeing of children and young people at the school in accordance with school policies.

Benefits of Working at St Mary's Calne

St Mary's Calne is set in its own attractive grounds within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Sharing a site with St Margaret's preparatory School (a day school for boys and girls from 3-11 years), we offer a friendly and homely working environment.

Employee Assistance Programme

Discounted membership of the on-site Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.

How to Apply:

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

HR Manager, Mrs Alex Stroud, St Mary's School, Calne, SN11 0DF

T: 01249 857300

E: recruitment@stmaryscalne.org

A fully completed application form, together with a covering letter, should be sent by email above.

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 09.00, Monday 6th June 2022

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WIT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021