



Sixth Form Administrative Assistant

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make above average progress. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our smaller Communities and Sixth Form pastoral systems, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential, develop a love of learning and live our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting my PA, Katie at kdawson@sackvilleschool.org.uk or telephoning 01342 414900.

Yours faithfully



Jo Meloni
Headteacher



Administrative Assistant

Term time only plus INSET days and five days in late August

Grade 4 - 37 hours a week

As soon as possible

Due to the departure of a longstanding colleague, there is a rare opportunity for an experienced admin assistant to join the Sackville staff community to support the smooth-running of our sixth form. You would be working alongside a team of experienced and dedicated colleagues in our busy sixth form office, providing essential support to the sixth form team and students, as well as working closely with the senior leadership team and other colleagues.

Your work would be varied. One day, you could be processing enrolment applications, dealing with student timetable changes and sending letters home to families. The next day, you might be organising rooming and logistics for our sixth form open evening, setting up an assembly or booking coaches for a trip. The role will require confident use of IT, including Google and Microsoft applications as well as our school Management Information System, enrolment packages and online systems to update the school website, for which training will be provided.

Our ideal candidate will have excellent organisational and communication skills and be able to work as part of a team, providing adaptability, attention to detail and a good sense of humour. This is an exciting opportunity for anyone who likes working in a busy and friendly office environment that is right at the heart of the school and contributes hugely to its success. Experience of working in a school or college environment would be an advantage, but is not essential.

Hours: Up to 37 hours per week (40 weeks per year - term time, plus an additional five days in late August)

Support for sixth form evening events will be needed on occasion, with time off in lieu granted. These can be agreed with the Head of Sixth Form. The role will involve working for five days in late August to manage sixth form enrolment.

Typical hours would be Monday to Thursday between 8.00am and 4.00pm, with Friday being 8.00am to 3.30pm.

There may be some flexibility in the hours/days of work so please do get in touch with us if you are interested and want to know more. For example, we would be happy for the right candidate to spread their work over four days. We will also consider requests for part time for the right candidate.

Salary range: Grade 4 £25,583 (pro rata £22,532) based on 37 hrs/per week for 39 weeks per year and five days in August (including unpaid lunch of 30 minutes daily)

Closing Date: Monday 6 October 2025 8.00 am **Interview date:** Friday 10 October 2025

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to hr@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

SIXTH FORM ADMIN ASSISTANT - JOB DESCRIPTION

MAIN TASKS/DUTIES/RESPONSIBILITIES

To undertake a variety of administrative tasks, focusing on trips and visits, HR and transition administration. These include but are not exclusive to:

- Providing administrative support to enable the smooth running of the Sixth Form, including photocopying, filing and general office duties
- Triaging and responding to student and parental queries to the 6th form team
- Managing the online Sixth Form Prospectus and website, ensuring content is kept up to date
- Producing school communications including letters and newsletters
- Co-ordinating communications coming from the Sixth Form team, ensuring a professional and consistent application of our communications policy
- Providing organisational and administrative support for sixth form events, trips and activities, including open evening, consultation evenings, taster days, Prom etc
- Arranging and coordinating meetings with sixth form staff, families and/or outside agencies
- Receiving visitors, ensuring they sign in and out in accordance with the school's procedures, and providing tours for prospective students
- Ensuring the smooth running of any enrolment activities, in particular, the use of Applicaa to receive and process applications and supporting the sixth form team during the enrolment period in late August/early September
- Inputting and maintaining the accuracy and confidentiality of data and information held by the school for our sixth form students
- Create materials for use at sixth form events, including posters, flyers and presentation slides
- Update school criteria for the 16-19 bursary and manage applications for this in line with school policy

GENERAL REQUIREMENTS

- Participating in the School's appraisal system
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on Culture for Learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post including supporting students in examinations if required.
- Research and decide on suitable interventions to suit the changing needs of students
- Flexible troubleshooting at short notice
- Engage with appropriate training opportunities to promote professional effectiveness in this role

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

Sixth Form Administrative Assistant

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
A good level of education to GCSE standard in Mathematics and English (grade C/4 or equivalent)	✓	
Additional qualifications in administration, marketing or communications		✓
Willingness to develop own expertise	✓	
Recent relevant in-service training		✓
Experience		
Previous experience of working as an administrator, PA or HR administrator in a busy office environment	✓	
Successfully working as part of a team	✓	
Working in a secondary school or other educational setting		✓
Abilities and aptitudes		
Attention to detail and ability to work to a high degree of accuracy	✓	
Clear communication skills (spoken, written and use of ICT)	✓	
Ability to plan effectively	✓	
Very good interpersonal skills	✓	
Ability to work under pressure and to prioritise	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Confidentiality	✓	
Ability to work sensitively with a wide variety of people	✓	
Confident use of IT including Google Drive and our MIS (training will be provided)	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers

LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich **curriculum** through **high quality** teaching and assessment
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School
on a page

CURIO **S** ITY
AM **A** MBITION
COMMUN **C** ITY
TEAMWOR **K** ITY
POSITI **V** ITY
INTEGR **I** TY
RESI **L** ENCE
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E QUITY



Sackville School

TOGETHER WE ACHIEVE