

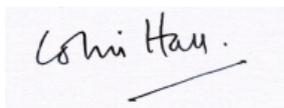
Dear Applicant,

I write to welcome you to the application process for a post at Holland Park Sixth Form. To lead the sixth form of this outstanding school is a profound pleasure and one that is located in the efforts and energy of both our students and the colleagues I work with. The school is a place of diligence, drive and determination. This is embodied in our sixth form, which is comprised of students from an exceptionally broad range of backgrounds, but with a unique commitment to both learning and constructing their futures beyond secondary education. Their experience and achievement is integrated into the work of all staff at the school, and committed, involved support staff make a significant contribution to their wellbeing both academically and more widely.

Our school seeks to appoint staff who are confident and warm, who possess charisma and who recognise that organisation, open-mindedness, structure, clarity, diligence and a desire to work with, and to support students, are vital ingredients in a successful life as a colleague in school. I encourage you to read our website, to interrogate our Ofsted report and to consider whether the school appeals. If invited to interview you will find us transparent and keen to open all doors in all senses, so that you have a thorough insight into what constitutes being a member of staff at Holland Park. In reading all of our material you might like to reflect on the fact that it has all been created by someone who, possibly, like you, once wrote an application. Holland Park is a busy, dynamic school where little happens by chance: it is a place for enthusiasts who believe that all things are possible.

If any matters regarding the application are unclear please contact the school's Director of HR, Deborah Kind, via email recruitment@hollandparkschool.co.uk, or by telephone on 0207 908 1000. I hope that the quality of your application leads to an interview and thus gives us the opportunity to share our school with you.

Yours sincerely,



BENJAMIN ARNOLD
ASSISTANT HEADTEACHER

Closing date: 24th August 2021

The school is committed to safeguarding and promoting the welfare of young people and expects all adults in school to share this commitment. All posts are subject to an enhanced DBS check, receipt of satisfactory references and other relevant clearances.

HOLLAND PARK SCHOOL 2020 to 2021

ROLE PROFILE | SIXTH FORM STUDENT SERVICES ADMINISTRATOR

Supported by	Assistant Headteacher, Sixth Form
Accountable to	Assistant Headteacher, Sixth Form
Performance managed by	Assistant Headteacher, Sixth Form
Salary point	Within the range £19,300 to £20,300, depending upon experience. This has been reduced from £21,800 to £23,000 to reflect pro rata working pattern outlined below.
Working pattern	Term-time plus and the final two weeks of August to the start of the new term
Key purpose	This role seeks to assist with the daily running and administration of the school's Sixth Form. It will involve liaising with and coordinating responses from staff, students, parents and some external individuals and agencies. Furthermore, the role assists in upholding the values of the sixth form and school as a whole, including dress code, physical environment, professional conduct and appropriate formality of communication.

Responsibilities and Expectations

To provide comprehensive support to the Assistant Headteacher responsible for the sixth form students including:

- assisting in supervising the Sixth Form area to establish and maintain an academic ethos and purposeful study;
- providing administrative support around the collection of assessment data and issuing of student reports;
- assisting in the management of attendance and punctuality within Sixth Form: taking action when appropriate including taking registers, liaising with parents regarding students' absence and inviting them to attend support meetings where necessary;
- maintaining files for Sixth Form students on the Sixth Form Directory and L:Drive, compiling letters and logs of all intervention with parents and students and ensuring all information relating to students is well-organised and easily accessible;
- assisting with the administration of the bursary;
- assisting with the collation of UCAS references from Sixth Form teachers;
- assisting with the organisation of Sixth Form events including but not limited to open days, open evenings, parents' days, assemblies and visits;
- assisting in the administration of Sixth Form after-school provision including intervention and extra-curricular activities;
- assisting with the organisation of mock examinations for Sixth Form students.
- assisting with the enrolment of students into Year 12;
- assisting with the placement of students post Year 13.

To provide comprehensive support to Sixth Form students including:

- ensuring that records of sixth form attendance are maintained and improved by liaising with Registrar's office and the Gate Keeper, parents and students;
- being a first point of contact for Parents of Sixth Form students wishing to contact the school;

This Job Profile should be considered and read alongside:

1. Support Staff Standards
2. Performance Management Objectives
3. Other relevant School policies

LEADER OF SIXTH FORM STUDENT STUDIES

PERSON SPECIFICATION	
Necessary	Desired
Strong verbal and written communication, including spelling, punctuation, grammar, appropriate handwriting and a fluent command of Standard English	Educated to 'A' level (or equivalent)
Desire to build positive relationships with students	Some experience and understanding of the UCAS process
Experience working in an educational context	Experience leading young people
Sound judgement	Personal confidence and authority
Experience managing the organisation of complex tasks	A track record of making decisions in complex circumstances
Excellent organisational skills	Experience presenting in a professional context to clients including a track record of verbal presentations
Experience of coordination of complex projects	Capacity to multi-task
Capacity to mail-merge, to use, manipulate and design spreadsheets and text documents; Experience of SIMS (School Information Management System)	IT literate
Impeccable personal presentation	