

Support Staff Applicant Pack

Sixth Form Administrator

Start date: ASAP

Application closing
date: 19th June 2026
midday

Interview date:
w/c 22nd June 2026



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' (John 10:10)

Job Description

Job Details

Job title: Sixth Form Administrator

Reports to: Head of Sixth Form / School Business Manager

Hours of work: Full time – 37 hours per week - Term time plus 1 week

Monday to Thursday: 08:00 – 16:00 & Friday: 08:00 – 15:30

Grade: NJC Scale 5 Points 12-17 £28,598 to £31,022 pro rata for term-time plus 1 week - Actual salary £24,242 to £26,297 pro rata

Job purpose: To provide management and administrative support for the day to day operational and strategic planning for the Sixth Form. Providing support to the Head of Sixth Form and KS5 teachers in raising standards of teaching and learning, whilst ensuring a welcoming and supportive atmosphere for students and parents.

Job Description

Main duties/responsibilities

Main Duties

- Manage, plan and co-ordinate the administration of the Sixth Form
- Support the Head of Sixth Form in communications with students, parents and higher education, arranging and minuting meetings as required.
- Provide a first point of contact with students, parents and external agencies; receiving visitors and prospective students and showing visitors around.
- Be an active part of the overall Administration team, supporting colleagues as required.
- Support the Pastoral Year Lead with data and communication and ensure all students have a KS5 lanyard.
- Ensure data is accurately inputted and work with the data manager to resolve Census enquiries.
- Maintain accurate and up to date, centrally held records on Bromcom and produce reports and statistics as required eg leavers, retention and student destinations.
- Create and maintain material for the Sixth Form Profile, School Development Plan and Ofsted.
- Producing and manipulating data and reports as required.
- Maintain appropriate and accurate student records, including applications to Higher Education.
- Contribute to the Higher Education entry process by using UniFrog and setting up, managing and co-ordinating the UCAS portal and ensuring all deadlines are met.
- Provide clear communication on the UCAS process with students and staff whilst providing support where needed.
- Train students in the application process and ensure applications are completed to a high standard.
- Proofread student's personal statements and be the UCAS Final Approver for University applications.
- Use of software to track the progress of student university applications.

Main duties/responsibilities – continued

Main Duties – continued

- Administer the Year 11 Sixth Form Interview and Induction process including supporting the Open Evening and Induction trip as required.
- Support the preparation for new student admissions ensuring a fully co-ordinated process is operated, ensuring that staff and students are fully prepared for admission start dates.
- Support with the admissions and leavers' processes via Applicaa and Bromcom.
- Attend school on A Level results day as support and GCSE results day to run the enrolment process.
- Be responsible for the day-to-day supervision of the Sixth Form study rooms; students and facilities, including the overview of IT equipment, caretaking issues and auditing and ordering resources as required.
- To administer the loan of laptops (signed in or out) ensuring they are charged and stored correctly, reporting any issues to the IT Technician.
- To maintain dedicated Sixth Form noticeboards informing students of relevant events, opportunities and deadline.
- Manage all associated filing including overseeing, archiving and retention of Sixth Form records.
- Support with Sixth Form student mentoring as required.
- Manage, promote and monitor the Post-16 Bursary. liaising with students and the School Business Manager to organise funding allocations.
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Support for the school

- Undertake any necessary training and development for the better fulfilment of the role
- Undertake any ad-hoc relevant duties or projects as requested
- To be an active part of the Admin Team and share a rotation of duties / cover as required.
- Attend staff meetings where relevant

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• Administrative qualification / training• Financial qualification / training• 5 X GCSEs including English and Maths• Educated to A-Level or equivalent	<ul style="list-style-type: none">• An Enhanced DBS• An up-to-date first aid certificate.• Educated to degree level
Experience	<ul style="list-style-type: none">• Experience of working in an administration role, preferably in a school setting• Experience of using MS Office packages in particular, Word and Excel• Working in a customer service role• Liaising with students, parents / carers, staff and other stakeholders	<ul style="list-style-type: none">• Working in a secondary school setting• Working in a similar role
Knowledge and skills	<ul style="list-style-type: none">• Excellent Literacy and Numeracy skills• Excellent written and verbal communication skills• Extremely organised with an ability to plan, prioritise and meet deadlines under pressure• High levels of accuracy with close attention to detail	<ul style="list-style-type: none">• Experience working with post 16 students• Knowledge of the Higher Education and UCAS• Working with Bromcom

Person specification – continued

	Essential	Desirable
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for results days, after school events such as Open evenings and Parent’s evenings • Able to work in small teams

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.