



The Bishop of Winchester Academy

6th Form Administrator

Salary: £25,007 (based on 37 hours per week, 43 weeks per year)

Are you looking for a career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking a 6th Form Administrator to play an important role supporting the 6th Form team with administration tasks that are crucial to the smooth running of the academy. You will work in a highly professional environment, where everyone believes in the inclusion and success of all our students and giving them the best possible prospects for their future lives.

You must have English and Maths GCSE (or equivalent) at grade C or higher and experience of MS Office. Alongside excellent administration skills, you will be well organised for this fast-paced role and have the discretion to handle sensitive and confidential information. Your attention to detail and prioritisation skills will be outstanding to enable you to work effectively and efficiently.

We would be delighted to take you on a tour of the school and give you the opportunity to meet us and answer any questions you may have.

As **6th Form Administrator**, you will be welcomed into an experienced team of professionals to:

- Complete all aspects of administration for the 6th Form, including UCAS and bursary
- Minute meetings and other key events
- Develop, implement and maintain record keeping processes
- Support and liaise with staff, parents and external agencies as appropriate
- Be a positive role model to our students, making a last impact on their lives

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full." (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary
- Career development with a bespoke CPD programme
- Excellent newly refurbished teaching facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this **6th Form Administrator** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff>. Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that***



I came to give life - life in all its fullness
High expectations - no excuses



due to the 'Keeping Children Safe in Education' legislation we do not accept CV's. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.



John 10:10

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