



**Principal  
Caroline Whitehead**

*"Pupils are proud that their school is inclusive. Leaders promote a culture of understanding and acceptance. Pupils from a broad range of backgrounds and cultures are equally welcome here."* Ofsted 2022



Join a highly effective and hard-working team, totally committed to an innovative, caring and aspirational learning community for all.

## **Sixth Form Study Centre Manager & Administrator**

**£19,425 per annum. Term time only, 37 hours per week**

Additional staff benefits include; free parking and enrolment into the Local Government Pension Scheme (LGPS) including Life Assurance.

The Leader for Sixth Form is looking for an efficient and effective Sixth Form Study Centre Manager & Administrator, who enjoys working in a fast-paced, dynamic and student centred environment. The successful applicant will be responsible for providing a confidential, efficient and professional administrative support service. Key areas of responsibility will include:

- Deputising for and providing administrative support to the Leader for Sixth Form, including the development of marketing and communications material to support the promotion of the Sixth Form.
- Supervising and supporting students working in the study centre to ensure a high quality, work focused environment, enabling students to maximise their potential.
- Managing the life cycle of our students through Years 12 and 13 including; co-ordinating admissions into Sixth Form, administering UCAS applications, providing information for various post-18 routes, overseeing the safety and welfare of students and responding to queries on a daily basis.

The successful candidate will have experience of administrative work including excellent IT skills. The ability to work independently and as part of a team is essential. Experience of working in a school environment is desirable.

Enquires and completed application forms to: Mrs S Patrick, The Chalfonts Community College, Narcot Lane, Chalfont St Peter, Bucks SL9 8TP.

Tel: 01753 882032 e-mail: [suepatrick@chalfonts.org](mailto:suepatrick@chalfonts.org)

**Closing date: 12 November 2023**

*We reserve the right to close the vacancy early if sufficient suitable applications are received.*

**The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.**