

Sixth Form Office Manager and Student Mentor

School:	Brimsham Green School	Posted:	12th March 2019
Location:	Bristol, South Gloucestershire	Expires:	27th March 2019
Contract Term:	Permanent	Start Date:	09:05 AM
Salary:	Hay-9		As soon as possible
Hours:	Part Time	Job ID:	1035285
		Job	TRE/6thform/120319
		Reference:	



Brimsham Green School

Sixth Form Office Manager and Student Mentor - Part-time - 12hrs per week

We have an exciting opportunity to join our ambitious and successful sixth form team. The post has been created to add additional support to the administrative and pastoral functions, which is required due to a member of the team moving into a phased retirement. Although the position is initially for 12 hours per week we anticipate the number of hours will increase in the medium to long term, and as part of our succession planning there is an expectation that the successful candidate will increase their contractual hours to provide five days of support.

Under the direction of our Head of Sixth Form you will be responsible for jointly leading the day to day running of the Sixth Form office functions. This will include a range of administrative tasks and you will identify, plan for and provide high quality support for vulnerable sixth form students. Whether you are an experienced administrator or you have worked in pastoral support you will enjoy working with young people and will ideally have experience of working in an educational environment.

The position will commence as soon as possible and is offered on a permanent basis. Further details and an application form are available from the school and can be downloaded from our website. Hours: 8.30am - 3.00pm Thursdays and Fridays (including half hour unpaid break) Salary: Hay-9 (SP22) £5,767 per annum (rising to £6,532) for 12 hours per week, term-time only plus 2 INSET days (38.4 weeks per year).

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of young people and successful candidates will be subject to an enhanced DBS check.