



VIDETE BONA DOMINI

# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

## **Sixth Form Administrator (Full Time)**

**Salary: Competitive**, dependent on previous relevant experience

**Start Date:** January 6th 2025, or sooner depending on successful candidates notice period.

**Contract Length:** Fixed Term until 31 August 2025 with potential to extend

**Working hours:** 8am to 4pm Term Time & 2 weeks Summer holidays (commencing from GCSE results day, remaining days to be worked as agreed with Sixth Form Leadership)

**Salary commensurate with experience**

Due to the increasing success of our Sixth Form, we seek to appoint an outstanding administrator to work alongside the Sixth Form Coordinator. The administrator will lead on managing, growing and loving our Sixth Formers so that we continue to be the Sixth Form of choice for those who are eligible within our High School community and to grow the number of external students who continue their A Level studies with us.

The role will include:

- Managing and coordinating our Sixth Form Study room, a quiet place of study well used and respected by our Sixth Formers
- Leading on the marketing and promotion of the Sixth Form
- Leading on all administrative aspects of the Admissions process and Sixth Form running in general
- Leading on the planning and execution of Sixth Form related events
- Streamlining of administrative processes within the Sixth Form
- Coordinating the UCAS process and ensuring that all in Year 13 have aspirational and insurance choices and their Personal Statements reflect their high calibre
- Working alongside the Head of Sixth Form, the Sixth Form Coordinator and being an active member of the Sixth Form Team

St Richard Reynolds Catholic College is a vibrant community consisting of a federation of two Outstanding schools: SRR Catholic Primary School and SRR Catholic High School which includes a Sixth Form. Our community is a place where our young people come first, are loved, listened to, challenged and inspired. The College is part of the Ascension Catholic Academy Trust. Further information can be found on the Trust website - [The Ascension Catholic Academy Trust - Home](#)

While we ask you to support our Catholic ethos, being a practising Catholic is not a requirement, we welcome applicants from any background.



Clifden Road • Twickenham TW1 4LT • 020 8325 4630  
[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCollege

Principal: Richard Burke BSc MA  
Diocese of Westminster



**ASCENSION**  
CATHOLIC ACADEMY TRUST

In return for your commitment and passion, we offer:

- a stimulating, supportive and rewarding working environment
- funding for higher level qualifications such as Masters, HLTA and department specific research and development.
- book clubs for those who want to join together with professionals to discuss research and new thinking.
- flexibility with life requests, such as a close family wedding or significant moments in your children's school career.
- shared staff spaces that are inviting, including tea, coffee and fresh fruit.
- a longer Autumn half term so that staff can take a longer rest at a less expensive time within the longest term.
- a range of employee benefits including Cycle to Work Scheme, Employee Assistance Programme
- Local Government pension scheme

Full details and an application form can be downloaded from our website:

<https://www.strichardreynolds.org.uk/our-college/work-at-srr>

Please also get in touch if you would like to talk in more detail about the role or pay us a visit.

Please send the CES application form including contact details for two references and a covering letter to: [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) by **10am Thursday 7th November 2024**.

Start date: asap (we appreciate you may need to complete a notice period, therefore we would wait for the best applicant).

*Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for these positions.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.*