



Sixth Form Administrator
Bexley 6.1- 6.4 £30,288 - £31,611 FTE
£27,387 - £28,583 actual
08-00 – 16:00 36 hours per week

Beths Grammar School is a large multi-cultural school on the borders between London and Kent, serving a wide range of vibrant and exciting communities. We specialise in boys' education in the main school and have a large, co-educational sixth form.

We are seeking to appoint a well-organised, motivated, and outgoing individual to join our admin team here at Beths for 36 hours per week, 41 weeks a year. You will be required to work 08:00-16:00 with a 48 minute lunch break. The successful candidate will be able to work with accuracy and attention to detail, and due to their position in the school, will need to always work confidentially. They will be responsible for 6th Form attendance monitoring, tracking, and reporting. Additionally, must provide administrative support to the Head of 6th Form and 6th Form Heads of Year.

The purpose of the role:

- To ensure the effective administration of the 6th Form centre.
- Monitoring 6th Form attendance to assist the Head of 6th Form on student punctuality.
- Liaising with Students, Parents and Staff regarding 6th Form attendance.

Why join Beths Grammar School?

- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Local government Pension Scheme
- Cycle to work scheme
- Use of School gym
- We have a brand-new Sixth Form Centre equipped with the latest technology for Teaching and Learning
- Staff social events

Closing Date: 9am Wednesday 5th November 2025.

Interviews: w/c 10th November 2025.

We prefer electronic submissions and application forms can be found on the school website, no CVs please.

Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.

We at Beths Grammar School are committed to practice which protects children from harm. Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Beths Grammar School is committed to ensuring that all its actions in respect for a child are compatible with this aim. All positions are subject to a DBS enhanced disclosure check. Applicants must complete the school application form and in line with 'keeping children safe in education' and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. All shortlisted applicants will be required to complete a Self-Disclosure form prior to interview.