



Beths Grammar School

Sixth Form Administrator

Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for an individual with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility, and a sense of humour.

We are looking for a dynamic and innovative person, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth, and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.



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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

The school moved to its present site in 1961 and has the benefit of extensive playing fields. The original buildings have been significantly added to, including a major programme completed in 2000 which includes a superb sports hall. In 2003 we opened a new ICT facility, in 2005 a Science Centre, a Language Laboratory, in 2009 a new suite of five Language Teaching Rooms was built and in 2025 a new Sixth Form Centre was opened. Further capital projects since then have included major refurbishment of the Staffroom, Design & Technology and Performing Arts.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are as keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded,

outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.

Our website gives further information about the school. www.beths.bexley.sch.uk

RJBlyghton

Richard Blyghton
Headteacher



Sixth Form Administrator

Post Title: Sixth Form Administrator

Department: Admin

Salary: Bexley scale 6.1-6.4

£30,288 - £31,611 FTE

£27,387 - £28,583 actual

Anticipated start date: ASAP

Responsible to: The Head of Sixth Form

Key accountabilities of the role

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. The anticipated capacity for the 6th Form (Years 12 and 13 combined) is 650. There are currently 33 subjects to choose from within our 6th Form and on average 85% of our students go to university at the end of Year 13.

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.

Purpose:

- 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.
- Perform other administrative duties to support the sixth form team as required.
- Supervise Directed Study sessions when required.



Sixth Form Administrator job description

LINE MANAGEMENT	The Head of 6 th Form	
DUTIES & RESPONSIBILITIES	• To have whole school overview of what is taking place in the school. • Assisting the Head of 6th Form and 6th Form Head of Years with administrative support • Produce any reports from attendance as and when requested. • Be able to proficiently issue letters and other documents deemed necessary by the Head of 6th Form, SLT and the Headteacher • Be a point of contact for students' queries. • Maintaining the 6th Form mailbox and professionally responding to emails • To undergo first aid training, and to administer first aid in the event of injury/illness and necessary • From the daily absence sheet, keep a check on any lengthy absences, either unexplained or due to sickness. Liaise with Form Tutors, Heads of Year, parents and the Head of Sixth Form in these matters • Ensure all am and pm registers are completed promptly and print list of absentees • Supervise Directed Study sessions when required • Perform other administrative duties to support the sixth form team as required • Any other duties as reasonably directed from the Headteacher	
PROFESSIONALISM	• To abide by all relevant legislation, H&S regulations, and school policies • To have excellent written and spoken English	

This job description is not a comprehensive definition of the post. It is subject to review from time to time and may be changed after consultation with you.



Sixth Form Administrator person specification

Essential	Desirable
A good standard of education	Experience of working within a school
Excellent administration and communication skills with the ability to multitask	First Aid qualified
Exceptional interpersonal skills and an ability to communicate effectively at all levels	
Have the ability to learn and follow instructions and procedures.	
Understand the importance of keeping records and documentation and ability to do so with accuracy.	
Remain professional in attitude and demeanour.	
An understanding of Data Protection legislation and GDPR	
Good IT skills and a working knowledge of software, including Microsoft Word, Excel and Outlook	
An awareness of the commitment to safeguarding children	
Resilience and an ability to work under pressure. Be able to prioritise own workload to ensure deadlines are met	



Salary – Sixth Form Administrator

The post is offered on the Bexley scale 6.1-6.4.

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£27,387 - £28,583 actual

Why Join the Beths Community

- 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
- Staff social events

Appointment Process

Applications should reach the school by **9am Wednesday 5th November 2025**. We prefer electronic submissions and application forms can be found on the school website, no CVs please.

We intend to interview **w/c 10th November 2025**.

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.

