

## Sixth Form Administrator

**Pay Grade KGA04-4, £21,781 per annum - £25,930 FTE - (£13.44 per hr) includes London Fringe and Holiday Entitlement.**

**37 hours per week, Monday to Friday, 8am – 4pm (3.30pm Fridays) including a ½ hour unpaid break, term time only**

*Hours to be: Admin 8.00am-9.20am – Sixth Form 9.20am – 1.20pm - Copy Centre 2.00pm – 4.00pm*

Are you passionate about helping young people thrive at a pivotal stage of their education? We are seeking an enthusiastic and proactive **Sixth Form Administrator** to play a central role in the daily life of our vibrant Sixth Form. This is far more than a desk-based role, it's an opportunity to be right at the heart of student success, supporting independent learning, ambition and achievement in a dynamic study environment.

Based in our Sixth Form study complex, you will be a visible and supportive presence, supervising students during directed study periods and helping to create a calm, purposeful atmosphere where learners can flourish. You will work closely with the Head of Sixth Form to monitor progress, analyse learning and attendance data, and communicate effectively with parents to ensure every student is supported and challenged. Alongside this, you will contribute to the wider school community by supporting the main administration team, including reprographics, making this an exciting, varied role for someone who enjoys teamwork, responsibility and making a real difference every day.

It is a requirement that you will undergo regular First Aid training and join our team of First Aiders.

King's Academy Easthampstead Park is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. King's Academy Easthampstead Park, values diversity and promotes equality.

*Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.*

To apply, please complete the application form which you can download from the advert on <https://www.kgaeasthampstead.uk/staff-vacancies/> or contact our Personnel Officer, at [recruitment@kgaeasthampstead.uk](mailto:recruitment@kgaeasthampstead.uk). or 01344 390826.

**Applications will be considered upon receipt; you are encouraged to make an expression of interest as soon as possible and we reserve the right to appoint before the closing date.**

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.*

**Closing date: 9am on 5 January 2026**

**Interviews to take place week commencing 12 January 2026**