

# Rutlish School



## Sixth Form Administrator RR6 Job Information Pack

## Administrator

**Grade:** ME5 Point 5-6

**Salary** £29,436 to £29,856 Full-Time (Paid pro-rata, £15,378 to £15,597 Actual)

**Hours:** 20 hours a week over 5 days, 41 weeks per year (Term-time + INSET Days + 40 additional hours, some of which will be during the results days in August)

**Proposed Start Date:** ASAP

**Contract:** Permanent

**Responsible for:** Sixth Form Administration

**Responsible to:** Head of Sixth Form and Office Manager

Rutlish School has an exciting opportunity for an enthusiastic, self-motivated, confident and articulate “all-rounder” with excellent computer and communication skills (a strong knowledge of school information systems and software packages would be an advantage). As part of the Administrative Support Team, you must have good relationships with all stakeholders (students, parents, carers, staff and outside agencies). The duties of all Admin positions are varied and based upon the needs of the School. We are able to offer the opportunity to work in an “outstanding” oversubscribed school. In September 2024, Ofsted rated Rutlish as “Outstanding” in all five areas of judgement.

- The school is set in a conservation area close to Wimbledon town centre, with excellent transport links; London Underground, British Rail, bus routes and the tram are all close by. There is also ample on-site free parking for staff coming by car.
- Other benefits of working for Merton include; membership of the Local Government Pension Scheme, access to the Employee Assistance Programme for you and your family, discounted membership to Merton leisure centres, employee discounts on a range of leisure activities, from days out to magazine subscriptions, as well as hair and beauty treatments, courses at Merton Adult Education, entertainment events and discounts at local restaurants. You could also benefit from Merton’s cycle-to-work scheme and have free membership to the Old Rutlishians Association who have events such as live acoustic nights and comedy nights.
- You will also have the benefit of regular professional development.

If you have a commitment to achieving high standards and would like to join our dynamic team, then we look forward to receiving your application. A Job Information Pack and application form can be found on the school website [www.rutlish.merton.sch.uk](http://www.rutlish.merton.sch.uk). Completed application forms should be sent to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk) by **9am on Monday, 26<sup>th</sup> January 2026**.

### No Agencies or CVs please as these will not be considered for shortlisting

*We are committed to safeguarding and promoting the welfare of children, therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.*

# Rutlish School

## Job Description

<b>Post:</b>	<b>Sixth Form Administrator</b>
<b>Scale:</b>	<b>ME5</b>
<b>Hours:</b>	<b>20 hours a week over 5 days, 41 weeks per year</b> (Term-time + INSET Days + 40 additional hours, some of which will be during the results days in August)
<b>Responsible to:</b>	<b>Head of Sixth Form and Office Manager</b>

### **Main duties:**

To assist in the successful administration of the school, specifically the administration and reception of the Sixth Form, providing a welcoming environment and delivering an efficient and effective service. Duties are commensurate with the Job Grade and may include the following tasks.

### **Administration duties:**

Provide a comprehensive administration and reception service to the Sixth Form Team and Office Manager, e.g. the school website, school app and Rutlish 365. Undertake reception duties, dealing with all communication and enquiries.

- Administer the complete RR6 admissions process, application process through Applicaa, update the annual prospectus and website, interview timetable, enrolment and correspondence
- Administer and organise with the Sixth Form Team and Office Manager, RR6 events, for example: School Trips, Open Evening, Induction Week, Year 13 Graduation and Parents' Evenings
- Undertake administration duties such as typing, using word and excel, Microsoft forms, using the School software, provide general clerical administrative support such as photocopying, filing, complete standard forms and respond to routine correspondence and queries
- Manage and maintain the school's management information systems (SIMS) i.e., student records, timetabling, supporting the Office Manager in producing the sixth form census
- Support the administration of student bursaries
- Support the Senior Leadership Team in all matters relating to student achievement and behaviour, including processing relevant documentation, informing necessary parties and keeping accurate records
- Assist with the student work experience programme
- Minute taking as required
- In the absence of the RR6 Attendance Administrator, carry out the complete attendance process e.g., daily registration/absence messaging, producing reports, administering absence letters, etc
- Fire Marshall
- First Aider
- Student mobile phone collection

### **Responsibilities:**

- Have a personal commitment to safeguarding and promoting the welfare of children and young people
- Comply with all school policies and procedures including safeguarding and child protection and equality
- Contribute to the overall ethos, vision and aims of the school
- Participate meetings as required
- Participate in professional development training and learning activities as required
- Assist with student and staff First Aid, liaising with parents, staff etc. (First Aid training will be provided), Fire Marshall responsibilities (training will be provided).

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## Person Specification



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**Scale:** ME5  
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**Responsible to:** Head of Sixth Form and Office Manager

### Knowledge, Skills & Aptitudes:

- High standard of general education including good written and verbal communication and numeracy e.g. to deal with enquiries by telephone, in person and correspondence (E)
- Attention to detail and ability to keep accurate records (E)
- Have a positive “can do” attitude (E)
- Highly proficient in Microsoft Office and Google for Education or a willingness to undertake training (E)
- Ability to work under pressure and manage priorities (E)
- Ability to be flexible in a busy office environment (E)
- An ability to work confidentially, efficiently and show initiative (E)
- Ability to work effectively as part of a team (E)
- Flexibility and adaptability to workload, and working hours (E)
- Excellent inter-personal skills (E)
- Be confident in the behaviour management of young people (E)
- A commitment to inclusion and equal opportunities (E)
- Appropriate knowledge of the School’s First Aid procedures (D)
- Ability to identify own professional development, self-evaluate and actively seek learning opportunities (D)

### Experience:

- Of school administrative systems (e.g., SIMS, communication, Weduc and other school software) (D)
- Of administrative procedures and routines in a busy environment (E)
- Of using office equipment e.g. computers, photocopiers etc (E)

### Qualifications:

- GCSE in English and Maths (E)
- First Aid (D)

### Other Requirements:

- Commitment to comply with the Council and School’s Equal Opportunities and Health and Safety policies (E)
- Confidentiality is essential (E)
- Ability to work flexibly in response to the needs of the service including attendance at evening meetings and working school closure periods as required (E)

*This Job Description sets out the tasks and responsibilities of the post at the time it was prepared. These may vary from time to time without changing the general character of the task or responsibility entailed. Such variations are a common occurrence and cannot themselves justify a re-grading of the post.*