



Ribston Hall High School

Post Title: Sixth Form Administrator (Maternity Cover)

Grade: NJC SCP 8 - 12 (£26,824 to £28,598), pro-rata £18,826 to £20,071 per annum

Hours: 29.5 hours per week, term time only plus INSET and one week in summer holiday period to coincide with GCSE results day (40 weeks per annum)

Contract: Fixed-term, up to 1 year maternity cover

Closing Date: Sunday 28 June 2026

Interview Date: To be advised

Start Date: Summer 2026

An exciting opportunity has arisen to join the friendly team at Ribston Hall High School as Sixth Form Administrator, to cover a period of maternity leave on a fixed-term contract.

In your role as Sixth Form Administrator, you will provide efficient administrative support to the Upper School Leadership Team and administer the Sixth Form Admissions process including co-ordinating events and open days.

You will be the first point of contact for general enquiries within our Sixth Form. You will plan and support the induction process for Year 12 students joining our Sixth form and undertake any administration in connection with planning residential trips.

With responsibility for receiving and responding to telephone calls, taking messages as required, scheduling appointments and preparing communications and correspondence with students and parents, you will also lead on the administration of the UCAS application process, liaising with staff and students to ensure applications are completed to deadlines. You will also support sixth form trips and visits linked to UCAS and destinations post-sixth form.

You will ensure accurate student records are maintained, and report destination data to the local authority. You will also support the upper school team and curriculum teams, to prepare data and reports linked to students' academic progress.

The successful candidate will enjoy working with young people and be able to demonstrate a positive outlook and enthusiasm in supporting the students. With a pastoral and wellbeing focus, you will triage students needs, referring as appropriate to further support and guidance. You will also liaise closely with the Wellbeing team, with regard to any issues that will impact on student learning such as absence or health issues.

To apply, please visit www.ribstonhall.gloucs.sch.uk/vacancies and submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role (CVs will not be accepted).

Visits to the school are welcomed. To arrange a visit please contact the Deputy Headteacher on cpe@ribstonhall.gloucs.sch.uk or telephone 01452 382249.



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We reserve the right to appoint to the role before the published closing date. References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young People and expects all staff to share this commitment. An enhanced DBS check will be required.