



Every Student Thriving

### **Assistant to the Head of Sixth Form**

Permanent post starting 1 September 2025

Range 3 point 16

38 weeks a year plus up to 2 INSET days on a time sheet, 37 hours per week over 5 days per week

FTE. £28,812 p.a. Actual Salary for 5 days per week £24,092 p.a.

The successful candidate will provide confidential administrative support to the Head of Sixth Form. Working with Post 16 students and parents to facilitate a high quality experience by monitoring and mentoring students and supporting their wellbeing and behaviour to secure the highest possible academic progress. They will promote a professional and business-like environment within the Sixth Form and within their interactions with students.

The John Colet School is a caring school where we pursue academic excellence, celebrate success and develop students to become active members of our school and wider community. We are constantly striving to improve.

Other reasons staff enjoy working at John Colet School (Ofsted rated – good) include;

- Good work/life balance
- Well-being activities for staff including weekly yoga, strength & conditioning and Pilates classes, crafts and social activities
- Access to onsite newly opened gym
- Being appreciated and recognised for a job well done
- The support from colleagues and SLT
- Respect and politeness from students
- Access to Blue Light discount card
- Preferential places for children of staff, subject to qualifying period
- Range of resources and support available to help achieve personal and professional goals
- Coaching and CPD workshops
- Lovely setting/environment in an area of outstanding natural beauty nestled in the Chiltern Hills (with plentiful, free staff parking)
- A 'be kind' culture
- Equality and diversity in the workplace is practised
- A wide variety of trips and extra-curricular activities (please see our website)

Applications should be made via MyNewTerm

<https://mynewterm.com/jobs/137261/EDV-2025-JCS-47276> . Please see the school website for the job description.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS, KCSiE and qualifications checks.

**Closing date: 9am Monday 12 May 2025**

**Interview date: Friday 16 May 2025**