



# SWANLEA SCHOOL

RESPECT | ASPIRE | ACHIEVE



## 6<sup>th</sup> Form Administrator

**Salary:** Scale 4 - £20,145  
**Hours of Work:** Full Time: 35hpw, TTO + 2 weeks (41wpy)  
**Contract type:** Permanent  
**Start Date:** September 2018

Swanlea School is a large, vibrant and thriving secondary school in the centre of London. With approximately 1000 students on roll and a further 210 at KS5, staff at Swanlea work alongside outstanding colleagues to achieve outstanding student outcomes. In the summer of 2017, we achieved our best results at GCSE (Progress 8 score of +0.44) and at KS5 (+0.39).

In July 2013, OFSTED graded Swanlea as outstanding in all categories for the second time. In July 2015, we were awarded Teaching School status as part of our journey to achieving excellence and we continue to strive to deliver outstanding outcomes across all key stages and subject areas. We are committed to the continuous professional learning of all staff and the successful candidate will receive first class training and development.

The successful applicant will primarily assist the Deputy Office Manager/KS5 Lead in ensuring an excellent administrative service is delivered, for all matters relating to KS5.

We are looking for a highly motivated, professional with outstanding interpersonal skills. You will have administrative experience; enjoy working as part of a team as well as be able to use your own initiative. You must be able to plan and deliver a programme of work to strict deadlines and have excellent oral and written communication skills. You should possess proficient computer skills and an expertise in the use of software packages and applications, including the MS Office suite. The willingness to work flexibly and to adapt quickly to changing operational needs is essential.

You will be able to demonstrate unwavering commitment to raising student progress and attainment and, like us, you believe that social disadvantage is no barrier to achievement and that every student can share in the joy of education and academic success. Most importantly, you will possess integrity, good humour and moral purpose.

**To apply, please request an application pack from [rgavens.211@swanlea.co.uk](mailto:rgavens.211@swanlea.co.uk)**

**Closing date:** 9.00am 22<sup>nd</sup> June 2018  
**Interview:** w/c 25<sup>th</sup> June 2018

*Swanlea School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and references.*