



Committed to Excellence

Assistant to Head of Sixth Form **Permanent Position**

38 weeks a year (plus 2 INSET days on a timesheet basis)
Salary Range 2 isn11, Actual annual salary £15,465.
(FTE £18,703)

37 hours a week. 8.30 to 4.30am for 4 days a week, one day a week until 4pm, each day with a 30 minute unpaid lunch break.

- The successful candidate will support the Head of Sixth Form with administration tasks in order to effectively manage Key Stage 5 and engage with students in order to monitor and mentor them to help 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.
- John Colet is a successful 11 – 18 school, with a committed, friendly and supportive team of staff. Both parental and student satisfaction is high.
- Flexibility with working hours may be required.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced Disclosure & Barring Service check and Qualifications check.

Closing date: 9am Monday 4 June 2018

Interview date: Wednesday 13 June 2018