



The  
**Ladies' College**  
Guernsey

## **Administrative and Sixth Form Assistant**



September 2025

## **Administrative and Sixth Form Assistant September 2025**

### **Candidate Criteria**

We are seeking an enthusiastic, approachable, and highly organised individual to provide administrative support across the College, with a particular focus on enhancing the Sixth Form student experience.

The successful candidate will work closely with both the Sixth Form team and Senior School Office, offering a visible and welcoming presence in the Sixth Form Centre (the Leaf Centre) as well as supporting College wide initiatives. This working environment would suit an individual who is comfortable with self-direction in their day-to-day work, alongside supporting on larger collaborative workstreams across the College.

A background in administration, strong interpersonal skills, and a genuine interest in supporting young people are essential. Experience within a school or similar educational setting would be an advantage.

### **Role and responsibilities**

#### **Sixth Form (as directed by the Head of Sixth Form)**

- to provide a welcoming presence in the Leaf Centre, to develop strong relationships and pass on any pastoral or safeguarding matters if they emerge.
- to contribute towards the efficient running of the Sixth Form centre (liaising with Sixth Form parents, providing onsite supervision and leading on all registration matters with the Sixth Form counterpart at Elizabeth College – and the Senior School Office).
- to provide administrative support to the Head of Sixth Form (to support the programmes for enrichment, co-ordinate the weekly Sixth Form bulletin, trips and work experience, including support of associated meetings and events (such as the Sixth Form Valedictory Day) which may fall outside of the contracted working day).
- to provide support to the Examinations Officer during internal and external Sixth Form examinations
- general filing, administration, and information management within the Sixth Form. To include ordering of items, arrangement of travel and general student administration etc
- To undertake appropriate safeguarding training as requested

#### **Administration (as directed by the office manager)**

- to support the Senior Leadership Team on individual tasks and specific projects

- to ensure appropriate attendance records for the Sixth Form
- to provide information and systems management support on College wide initiatives
- to undertake any other reasonable duties as directed by the Principal, which may include supporting wider College operations and development projects

*(This may include, but is not limited to, assisting with administrative support for the College's proposed boarding provision, as this develops).*

## Care & Welfare

- to act as a First Aider, administering basic First Aid to students and colleagues. This will require undertaking First Aid at Work Level 3 training (3 days) on a three-yearly basis.
- to complete Safeguarding training in the role as Sixth Form Administrator

## Hours

08:15-16:15 Monday to Wednesday, and 08:15-14:30 Thursday and Friday. (Daily 30-minute lunch, unpaid)

Term time only, plus 3 INSET days of 7 hours each Annually, 6 additional paid hours for evening or after school events.

Annually, 20 additional paid hours will be worked outside of term time, to be scheduled in agreement with the line manager and to cover support of Sixth Form events outside of the usual working day (for example Welcome to Sixth Form events and A-level results day)

We welcome applications from individuals who wish to be considered for this role on a job share basis. If you would like to apply as part of a job share arrangement, please indicate this in your application and outline your preferred working pattern. All applications will be considered based on merit, regardless of the proposed working arrangement.

## Remuneration

The remuneration for this post will be on Level 2 of the States of Guernsey School Administration Assistant scale; from SAA2:1 to SAA2:4, which equates from £19.0246/hour through to a maximum of £21.6368/hour at the time of writing. The level of remuneration will be commensurate with experience.

## Other Benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

## Equal Opportunities

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

**Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

**Data Protection**

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*