



OAKGROVE SCHOOL

Chair of Governors: Daniel Hewett BSc; ARCS; MInstP; MBA; MCIM
Secondary & All-through Headteacher: Ian Tett BSc; CGeog; PQSI; NPQH
Primary & Nursery Headteacher: Mark Sim BA; PGCE; MBA

www.oakgrove.school

Sixth Form Pastoral and UCAS Administrator

Actual Salary £13,500 - £15,000

(depending on experience)

25 hours per week /Term Time plus Inset Days

To start June 2023

We are looking for a hardworking and motivated individual to join our Sixth Form Team to provide pastoral and UCAS support; experience of working with young adults and familiarity with UCAS is desired, drive to support students both in their learning and their own personal development is essential. The successful candidate must be able to manage their time and workload around deadlines and other requirements. The ability to work as part of a team and confidence to work with students, parents and external agencies is also essential.

Main duties will include but are not limited to:

- Oversee the running and administration of the school UCAS system
- Support colleagues by dealing with student issues as they arise, including restorative practices and communicating any action to relevant staff and parents/carers.
- Work with students identified by the Sixth Form team to support and challenge, providing regular feedback.
- Identify students with poor attendance and develop strategies to improve.
- Signpost students to outside agencies for support.
- Contribute to specific pastoral initiatives within the Sixth Form
- Investigate incidents that occur around the school and take action if appropriate
- Monitor students who have been identified by year leaders or within school monitoring systems.
- Respond to any telephone calls regarding students or redirect as necessary
- Assist with the provision of administrative and secretarial support to Year Leaders and Director of Post-16 Education on pastoral issues.
- Establish productive working relationships with students; acting as a role model and setting high expectations.
- Develop and maintain effective links with parents, carers and other stakeholders.

To apply for this position and to view the full job description please visit
www.oakgrove.school/recruitment

The closing date is Friday 14th April at 3pm

*Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.*

Primary & Nursery: Atlas Way, Oakgrove, Milton Keynes MK10 9SG T: 01908 545300 (option 5) E: primary@oakgrove.school
Secondary & All-through: Venturer Gate, Middleton, Milton Keynes MK10 9JQ T: 01908 545300 (option 6) E: oakgrove@oakgrove.school

