



Shenley Brook End School

Walbank Grove, Shenley Brook End, Milton Keynes, Buckinghamshire, MK5 7ZT

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Sixth Form Administrator
Grade 4 £25,183-£26,409 pro rata, £22,974 - £24,092 actual salary
Part time / Permanent
Start date: 01/09/2025

About our School:

The schools within the 5 Dimensions Trusts are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study and place the wellbeing of our staff at the forefront of our actions.

Staff wellbeing is a priority for 5 Dimensions Trust and we create opportunities for staff to connect with each other socially. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact the school on 01908 520264

About the Role:

5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at Shenley Brook End School

Sixth Form Administrator
To commence September 2025

Part time

Permanent

Salary: Grade 4 £25,183-£26,409 pro rata, £22,974 - £24,092 actual salary

37 hours per week, 41 weeks per year - 2 weeks to be worked in August for exam results and enrolment

Mon – Thurs 8.00am - 4.00pm and Fri 8.00am – 3.30 pm with a half hour unpaid break per day

An exciting opportunity has arisen for a highly efficient and organised person to become the Sixth Form Administrator for Shenley Brook End School. Working as part of a dedicated enthusiastic team, you will be responsible for overseeing the Sixth Form attendance and general administration. You will have good organisational and communication skills, the ability to manage your workload as well as the being proactive and efficient.

The ideal candidate will: -

Be a proficient IT user including in the use of Microsoft Office.

Have the ability to work efficiently with a high degree of accuracy.

Want to make a difference to the children in our care by being the face of the Sixth Form team in the office

Be able to deal with sensitive, confidential student issues when they arise

Be able to liaise and work with other staff and specialists in the school (such as safeguarding leads)

Closing date for applications: 04/07/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/136730/EDV-2025-SBES-09960>