

Dream it.  
Believe it.  
Achieve it.

## Great Careers

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### Sixth Form Administrator

Location: Barking and Dagenham

Salary: APT&C Scale 5 pro-rata, £26,391 actual salary

Contract type: Permanent

Hours: 35 hours per week plus one week at the end of August

Closing date: Friday 10<sup>th</sup> May 2024

Interview date: Friday 17<sup>th</sup> May 2024

Start date: As soon as possible

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016 and we will eventually grow to become a ten form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1170 students across Years 7 to 13 and are excited to have opened our Sixth Form in September this year.

We are looking to recruit an experienced and enthusiastic administrator who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do and you will receive a personalised CPD programme which best fits your needs and clear pathways for progression.

Please click [here](#) to view a short video featuring our headteacher and staff.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Online searches may be carried out as part of due diligence checks.

Appointments are also subject to satisfactory references/medical clearance.