



# Sixth Form Support & Welfare Administrator Applicant Pack

**PROUD** TO MAKE SUCCESS HAPPEN

**Dear Applicant,**

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are oversubscribed in all year groups.



We have much to celebrate, including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the sixth form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as **PROUD** students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

**Louisa Seymour**  
**Principal**

## Our School

Uxbridge High School is a vibrant, forward-thinking school that celebrates the academic, social, and emotional growth of each student. We take pride in our diverse, committed student body, supportive staff, and strong relationships with the wider community. As a truly comprehensive and multicultural school, we embody the spirit of modern Britain, valuing every child's unique journey and success.

Uxbridge High School Academy Trust believes in creating an environment that allows employees to be at their best. This is known by the community as our **gold** standard. Our commitment to our people, how we value and treat staff is set in our [People Strategy](#).

## The Role

We are looking for a dedicated and proactive individual to join our team as a Sixth Form Support and Welfare Administrator. This role involves supervising the sixth form study area and supporting sixth form students with managing their independent study, and monitoring student attendance. Additionally, you will assist with the administration and running of events and activities calendared for the sixth form throughout the year, including Parents' Evenings, Enrolment, and social events. You will also support the Welfare and Provision Manager in administering first aid, managing medical supplies, and promoting student well-being across the school.

Please take the time to view our [website](#) before making an application. This gives a fantastic insight into the life of the school.

Closing Date: Monday 21<sup>st</sup> April, midday

Start Date: Immediate

Contract: 36 hours per week, 41 weeks per annum

Salary: UHS SPR 8-11, Actual Salary £26,997 – £28,189 per annum

### How to Apply:

- Completed application form on our [website](#)
- Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or [recruitment@uhs.org.uk](mailto:recruitment@uhs.org.uk).

***Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks***





***"To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school."***

**Mariam Razaie – Year 7**





## UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: Sixth Form Support & Welfare Administrator

<b>Responsible to:</b>	Leadership Line Manager
<b>Grade:</b>	UHS SPR 8-11, Actual Salary £26,997 – £28,189 per annum
<b>Hours:</b>	36 hours per week, 41 weeks per annum (term time, plus two training days in September, plus thirteen additional days to be worked which will include work during the summer holidays: during the exams results in August and the summer school, by mutual agreement with the Leadership Line Manager)
<b>Overview of role expectations</b>	
To supervise students in the sixth form private study area and to assist the Welfare and Provision Manager in operating the school welfare office. All the above to be in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager.	
<b>Responsibilities and Tasks</b>	
1.	<b>Sixth Form Support Duties:</b> <ul style="list-style-type: none"> <li>● To supervise private study through all spaces used on the ground floor of Lancaster</li> <li>● Budling (sixth form study area) supporting students to use their time effectively during their Private Study. This will include monitoring students' engagement and offering guidance to students who find it difficult to manage independent study by completing 6th Form supervision notes.</li> <li>● Liaising with the 6th Form team in regards of issues raised by students the private studies time.</li> <li>● To support with the administration and running of events and activities calendared for 6th Form throughout the year including amongst others, Parents' Evenings, Enrolment and social events.</li> <li>● To monitor lates and attendance, reporting students who fall below expectation and sending the relevant documentation to parents as well as following up with the 6th Form Team. Duties will include contacting home and applying our behaviour policy regarding lateness.</li> <li>● Attend meetings in line with their role including attending and minuting 6th Form team meetings and relevant CPD.</li> <li>● To undertake general administration duties to support the 6th form team.</li> <li>● Be sufficiently familiar with the basic duties within the school. Receive incoming telephone calls, deal with queries and pass on messages.</li> </ul>
2.	<b>Welfare Duties:</b> <ul style="list-style-type: none"> <li>● To support the Welfare and Provision Manager in operating the school welfare office.</li> <li>● Under instruction of the Welfare and Alternative Provision Manager administer first aid to persons suffering accidents or sickness and arranging medical attention if required.</li> <li>● Liaising with parents as and when required.</li> <li>● To assist the manager with storage of prescribed medicines securely and administer these only with written parental permission.</li> <li>● To maintain an accurate log of all accidents, incidents and first aid administered and make appropriate reports via sims.net database and statutory reporting requirements. To assist in maintaining a reporting system for infectious disease. To provide termly reports to the leadership team.</li> </ul>



- To assist with maintaining a healthcare register of all students with recent or current conditions and to ensure spare asthma inhalers are held on site. To maintain up to date records of asthma pumps, EpiPens, etc. in line with national guidance, Ofsted requirements and school policies.
- To assist with maintaining basic first aid supplies in workshops, laboratories, offices and classrooms.
- To promote first aid, self-care and good physical and emotional health across the whole school via assemblies, student bulletins, citizenship etc.
- To undertake suitable safeguarding training (minimum Level 1) and use it to identify possible trends / patterns in referrals eg FGM awareness, reporting to the DSL.

In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school trustees and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager.

Name of Post Holder:

Signature:

Date:



# UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: Sixth Form Support & Welfare Administrator

Criteria
Qualifications / Education / Training
1. Educated to at least A Level standard or equivalent, with a minimum C grade in Mathematics and English at GCSE.
2. Valid first aid at work qualification.
3. A willingness to undertake relevant training and/or work towards relevant qualifications.
4. Registered General Nurse (RGN) qualification (Level 1). *
Experience
5. Some knowledge of the working of a large comprehensive school.
6. Experiences which have provided a preparation for this post.
7. Experience of working with young people, ideally in a school situation. *
Skills, Knowledge and Abilities
8. High level ICT skills.
9. Experience of computerised administrative systems*.
10. An organised approach to work, with an ability to manage own workload and to work efficiently in a very busy environment.
11. Ability to communicate effectively both orally and in writing with both students and adults in a sympathetic, confidential and professional manner. Good interpersonal skills with students and adults.
12. Ability to maintain the highest personal and professional standards.
13. Ability to quickly assimilate new knowledge and work routines.
Equal Opportunities
14. Commitment to equal opportunities and inclusion.
15. Ability to promote and support the school's Equality and Diversity Policy.
Disposition
16. Caring and efficient manner. Commitment to the best interests of the students.
17. Ability to work on their own or as part of a team. Willingness to take responsibility.
18. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
19. To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
20. Demonstrate a diligent, "can do" attitude.
21. Energetic and enthusiastic, with a naturally positive and calm outlook.

\*Desirable

# **PROUD** TO MAKE SUCCESS HAPPEN

## Our Vision

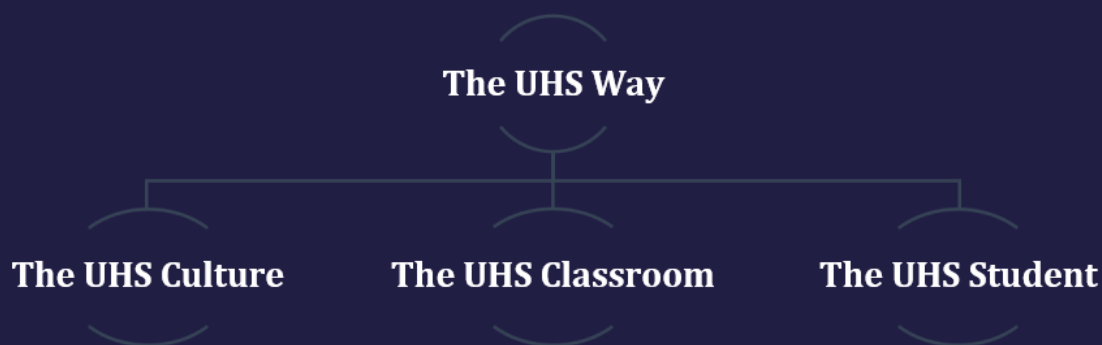
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

## The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



## Uxbridge High School students are **PROUD** to be:

**POSITIVE** to learn new knowledge and thrive on developing their skills.

**RESPECTFUL** and kind to all members of our school community and its environment.

**OPEN MINDED** and happy about all new opportunities.

**UNIQUE** in their demonstration of skills and talents.

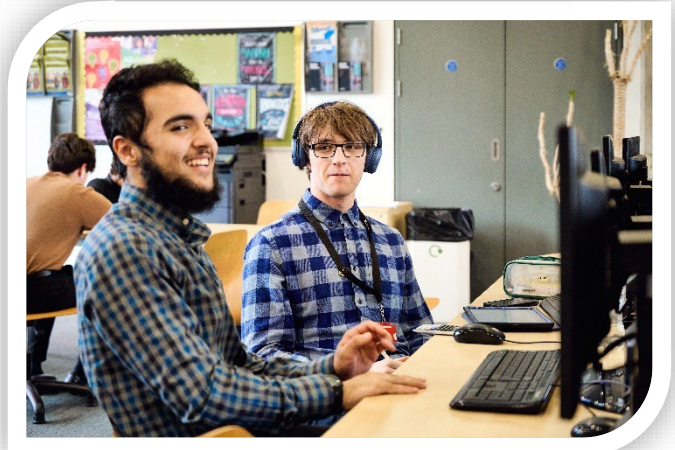
**DETERMINED** to achieve their best in all areas of the curriculum.



# Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.





# FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

## Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

## Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

## Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website [www.uhs.org.uk](http://www.uhs.org.uk) and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- [twitter.com/uxbridgehighsch](https://twitter.com/uxbridgehighsch)
- [instagram.com/uxbridgehigh](https://instagram.com/uxbridgehigh)
- [www.facebook.com/uxbridgehighsch](https://www.facebook.com/uxbridgehighsch)

We also have a LinkedIn page, giving updates and current vacancies:

[www.linkedin.com/company/uxbridgehighschool/](https://www.linkedin.com/company/uxbridgehighschool/)

## Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.





UXBRIDGE  
HIGH SCHOOL