



Working at Lawrence Sheriff School



SIXTH FORM CENTRE MANAGER

SIXTH FORM CENTRE MANAGER

Permanent - Full time

8.00am – 4.00pm Monday to Friday, 37 hours per week, 39 weeks per year (term time plus training days)

Additional 2 weeks per annum to be negotiated but to include the A level and the 3 days around GCSE results days in August

Scale G – H (Points 11 –17): £24,707.82 – £29,114.93 per year, (£28,598 – £33,699 FTE)

Required from February 2026

'This school is a truly special place. Pupils flourish here' Ofsted March 2022.

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to recruit a Sixth Form Centre Manager to be based in the Sixth Form Centre. Our centre is a busy and vibrant environment which sixth form students and staff rely on throughout the day. You will work very closely with the Head of Sixth Form and the Sixth Form team to ensure that all matters are dealt with efficiently and effectively in a professional manner, ensuring a happy and purposeful environment.

You will be an effective administrator with proven inter-personal skills and have the ability to adapt to the fast-paced, ever-changing nature of the work. As a first point of contact for sixth form matters, you will provide a professional and friendly service to colleagues, sixth formers and visitors.

Applicants must be able to deal sensitively with matters of confidence whilst following the School Child Protection policy, for which training will be given.

For further information please contact the Personnel department: Tel: 01788 843700, Email: recruitment@lawrencesherrifschool.com

To apply please visit: <https://mynewterm.com/jobs/141277/EDV-2025-LSS-10919>

Closing date for applications:

09.00 am on Friday 16 January 2026

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.
The successful applicant will be required to undertake an Enhanced DBS check.*



SIXTH FORM CENTRE MANAGER

JOB DESCRIPTION

Line Manager: Assistant Headteacher / Head of Sixth Form

Salary: Scale G - H (Points 11 - 17): £28,598 – £33,699 FTE

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

Hours of work: 8.00am – 4.00pm Monday to Friday, 37 hours per week, 39 weeks per year (term time plus training days)

Additional 2 weeks per annum to be negotiated but to include the A level and the 3 days around GCSE results days in August.

Post Objectives

This postholder is based in the Sixth Form Centre, a very busy and vibrant environment which sixth form students and staff rely on throughout the day. The postholder will work very closely with the Head of Sixth Form, Head of Year 12, Head of Year 13, and the other Sixth Form Centre Manager to ensure that all sixth form matters are dealt with efficiently and effectively in a professional manner.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Safeguarding and Confidentiality

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.



1. Responsibilities

Main Duties

The range of duties associated with the role are likely to vary on a day-to-day basis. However, the job is likely to need you to:

- Be responsible for the smooth day-to-day running of the Sixth Form Centre.
 - Have close interaction with the students to ensure a working atmosphere and enhance the culture of independent learning and pastoral care in the sixth form centre.
 - Actively supervise the Sixth Form Centre, maintaining a friendly and purposeful environment.
 - Play a role in pastoral care, liaising with the school's Wellbeing team and ensure any safeguarding issues are raised with a DSL.
 - Be the first point of contact for all usage of the centre.
 - Monitor sixth form attendance and punctuality, collecting students' absence letters and file as appropriate.
 - Prepare relevant letters for the Head of Sixth Form, deal with phone calls as the first point of contact and complete verification reference requests for sixth form students as directed by the Head of Sixth Form.
 - Be an administrator in the UCAS application process, working closely with the Head of Sixth Form.
 - Be responsible for the production of the Sixth Form Prospectus and application form.
 - Be an administrator for all aspects of the 6th form admissions process, including applications and taster days.
 - Collect electronic Common Transfer Folders (CTF) for new Year 12 students and forward CTFs as appropriate.
 - Input new students' data to SIMS and Year 13 leavers' destinations.
 - Help in the production of the Sixth Form Welcome booklet and all relevant paperwork.
 - Ensure that students requesting work experience placements complete all the necessary paperwork.
 - Keep the university prospectuses and career-based books up to date.
 - Provide Prospects returns during the school year as requested.
 - Liaise with parents and other agencies as required.
2. Complete all tasks to the highest possible standard.
 3. Be punctual and discreet.
 4. Work on own initiative.
 5. Report any issues or incidents to your appropriate supervisor.
 6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and it's grading and as directed by the Head teacher.
 7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school.

The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.



SIXTH FORM CENTRE MANAGER PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualification	A good general education, including English and Mathematics	Educated to A level standard or equivalent Other secretarial/office qualifications
Experience	Proficiency in word processing, databases and spreadsheets Experience of working in a busy environment to tight deadlines	Knowledge of SIMS packages Experience of working in a school environment Evidence of ability to create and maintain office systems.
Skills and aptitudes	Ability to maintain confidentiality Excellent organisational abilities Ability to use initiative and prioritise effectively Ability to communicate sensitively and tactfully with a range of people Ability to work calmly under pressure Ability to work effectively as part of a team A willingness to undertake appropriate training	Understanding of the issues facing schools
Personal qualities	Accurate Organised Flexible Confident Discreet	





**Lawrence Sheriff School opens doors
for both students and staff.**

Why not join us?



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