



Sixth Form Coordinator

Dear Candidate,

Thank you for your interest in the role of Sixth Form Co-ordinator at King Solomon Academy. In this pack, I hope to help you understand more about the role, our school community and the kind of person we are looking for to join our team.

King Solomon Academy is a unique and very special place. As an all-through school serving pupils from Nursery to Sixth Form, we have the privilege of shaping a young person's entire educational experience. Since our inception in 2007, our mission has always been clear: to provide a rigorous and transformational education to each and every child, preparing them to be successful at university and beyond. We commit to this mission because we believe it is the means to address educational disadvantage and lead the way on system change. Our mission is underpinned by four shared values that apply equally to children aged two or eighteen, teachers, leaders, support staff, parents or our wider community of stakeholders: to always aim high, work together, be kind and lead the way.

Our Sixth Form is 'the top of the mountain' in our pupils' journey into their adult lives. Graded Outstanding in our last Ofsted in December 2023, our Sixth Formers consistently progress into the top universities in the country. We have a very well established curriculum, excellent teachers and an exceptional careers and university access programme led by a dedicated full-time professional.

The Sixth Form Administrator provides high-quality administrative support to the Sixth Form team, ensuring the smooth and efficient operation of all Sixth Form processes. The postholder will be the first point of contact for students, parents, staff and external stakeholders, delivering a professional, responsive and student-centred service. The role requires excellent organisational skills, attention to detail and the ability to manage multiple priorities in a fast-paced educational environment.

We are looking for someone who is excited by the opportunity to show what is possible, who has a deep belief in the potential of every child to be safe, happy and successful in our school community, someone who combines intellectual ambition with humility; and who is motivated to work with clarity, compassion, and conviction. If you share that same sense of mission and are excited by the opportunity to contribute to the next chapter of KSA's story, we would be delighted to receive your application.

To apply, follow the link at <https://kingsolomonacademy.org/jobs/vacancies>. The deadline to apply is on **13th August 2026**. Please note we will be reviewing applications on an on-going basis, and this advert may close earlier than advertised depending on the level of response. Early application is advised. To discuss the role, please feel free to email the Principal's PA, Abigail Saleh. (a.saleh@kingsolomonacademy.org) or phone on 0207 563 6901 bearing in mind that school will be closed after 17th July.

Yours sincerely,

A handwritten signature in grey ink, reading "Beth Humphreys", followed by a vertical line.

Beth Humphreys

Principal

Job Description: Sixth Form Coordinator

Reporting to:	Appropriate Leader
Location:	King Solomon Academy, Older Years Site
Salary:	Ark Support Inner London, Band 5 (Full-time equivalent): £31,083-£34,857; pro rata amount to be calculated based on the exact hours worked
Working Pattern:	8am - 5pm, Monday to Friday, Term Time Only with an additional 6 days during Academy holidays
Start date:	September 2026

The Role

The Sixth Form Co-ordinator provides high-quality administrative support to the Sixth Form team, ensuring the smooth and efficient operation of all Sixth Form processes. The postholder will be the first point of contact for students, parents, staff and external stakeholders, delivering a professional, responsive and student-centred service.

The role requires excellent organisational skills, attention to detail and the ability to manage multiple priorities in a fast-paced educational environment.

Key responsibilities

Student Recruitment and Administration

- Maintain accurate and up-to-date Sixth Form student records and databases.
- Manage student enrolment, admissions and transition processes.
- Support the administration of student attendance, punctuality and monitoring systems including the management of lanyards.
- Produce routine reports on attendance, behaviour and academic progress.
- Assist with student tracking and intervention processes.
- Provide administrative support for student welfare and pastoral systems.

Sixth Form Operations

- Act as the first point of contact for Sixth Form students, parents and visitors.
- Manage the Sixth Form inbox, website and applications portal and respond to enquiries in person, by telephone and email.
- Maintain Sixth Form calendars, schedules and key deadlines.
- Coordinate room bookings, meetings and events.
- Support the organisation of assemblies, parents' evenings, open events, university visits and enrichment activities.
- Support Sixth Form student leaders to run the school shop and sixth form library effectively

Independent Study, Homework and Student Mentoring

- Supervise and monitor Independent Study Time (IST), ensuring students maintain high standards of conduct, engagement and academic focus.
- Establish and promote a purposeful study environment that supports students in developing effective independent learning habits.
- Track student participation and completion of independent study tasks, following up promptly where concerns arise.
- Manage and monitor Sixth Form homework systems and online learning platforms, ensuring assignments are set, completed and recorded in line with academy expectations.
- Produce reports on homework completion, independent study engagement and academic progress to inform interventions.
- Work closely with teaching staff to identify students who are underperforming academically or demonstrating poor study habits.
- Provide mentoring and coaching for identified students, supporting them to improve organisation, study skills, attendance, punctuality and academic outcomes.
- Conduct regular progress reviews with targeted students, setting clear improvement goals and monitoring progress against agreed action plans.
- Liaise with parents/carers, tutors and pastoral staff regarding concerns about student performance and engagement.
- Support the delivery of intervention programmes designed to raise achievement and improve outcomes for Sixth Form students.
- Encourage students to develop the resilience, self-discipline and independent learning skills required for success in higher education and future employment.

Examination and University Application Support

- Assist with the administration of internal and external examinations.
- Support the coordination of UCAS applications and related documentation.
- Maintain records of university offers, destinations and student progression.
- Provide administrative support for careers education and higher education events.

Communication and Stakeholder Engagement

- Prepare and distribute communications to students, parents and staff.
- Support the production of newsletters, reports and information packs as well as growing our social media presence.
- Build positive relationships with students, families, universities, employers and external partners.
- Ensure all communications are timely, accurate and professional.

Data and Compliance

- Maintain confidential records in accordance with GDPR and academy policies.
- Produce accurate data reports and management information as required.
- Support compliance with safeguarding, attendance and statutory requirements.
- Ensure all Sixth Form records are maintained to a high standard.

General Administrative Support

- Provide administrative support to the Head of Sixth Form and wider Sixth Form team.
- Maintain filing systems, databases and records including seating plans, class lists, residential planning support
- Publicise and run Sixth Form bursary process
- Process correspondence, forms and documentation.
- Order and manage resources and supplies as required.
- Support break and lunch times in Sixth Form, including managing Free School Meals eligibility
- Undertake other reasonable duties commensurate with the level of the post.

Desired Outcomes of the Role

The successful Sixth Form Administrator will:

Sixth Form Recruitment and Growth

- Contribute to the successful recruitment and enrolment of students into King Solomon Academy Sixth Form, ensuring agreed student intake targets are met or exceeded.
- Support the delivery of a recruitment strategy that attracts high-quality applicants from both King Solomon Academy and external schools.
- Ensure prospective students and families receive a professional, informative and welcoming experience throughout the admissions process.
- Coordinate Sixth Form recruitment events, including open evenings, taster days, interviews, transition events and enrolment days, ensuring they are well attended and effectively organised.
- Maintain accurate records of enquiries, applications, offers and acceptances, enabling effective monitoring of recruitment activity.
- Increase conversion rates from application to enrolment through timely communication and follow-up with prospective students and families.

- Promote the Sixth Form's academic outcomes, enrichment opportunities and destinations to prospective students and stakeholders.
- Support successful student transition into Year 12, resulting in strong retention rates and positive student engagement from enrolment onwards.

Student Achievement and Progress

- Support students in developing strong independent learning habits that prepare them for university, apprenticeships and employment.
- Maintain a calm, purposeful and productive Independent Study Time (IST) environment where students are fully engaged in learning.
- Achieve high levels of homework completion and independent study participation across all year groups.
- Ensure homework systems are consistently implemented, monitored and used effectively to drive student progress.
- Contribute to improved academic outcomes across the Sixth Form through effective monitoring, intervention and mentoring.
- Ensure underperforming students receive timely support, resulting in measurable improvements in attainment, attendance, homework completion and engagement.

Student Engagement and Conduct

- Promote a culture of high expectations, personal responsibility and academic excellence.
- Reduce incidents of poor engagement, non-completion of work and ineffective study habits.
- Build positive relationships with students that encourage motivation, resilience and ambition.

Administrative Excellence

- Maintain accurate, timely and compliant student records and data systems.
- Ensure all Sixth Form administrative processes are delivered efficiently and professionally.
- Produce high-quality reports, communications and management information that support effective decision-making.

Attendance and Retention

- Support high levels of attendance and punctuality across the Sixth Form.
- Contribute to strong student retention and successful progression into Year 13, higher education, apprenticeships and employment.

Stakeholder Satisfaction

- Provide an excellent level of service to students, parents, staff and external partners.
- Be recognised as a reliable and responsive member of the Sixth Form team.
- Contribute positively to the culture, values and reputation of King Solomon Academy.

Success Measures

Success in this role may be evidenced through:

- Sixth Form enrolment numbers meeting or exceeding annual targets.
- Growth in applications from external candidates.
- Strong conversion rates from enquiry to application and from offer to enrolment.
- High attendance at recruitment and transition events.
- Positive feedback from prospective students and parents.
- Strong retention rates between enrolment and the end of Year 12.
- High rates of IST attendance and productive engagement.
- Improved homework completion rates.
- Improved outcomes for mentored students.
- Reduction in academic concerns and interventions requiring escalation.
- Positive feedback from students, parents and staff.
- Accurate administration with minimal errors or missed deadlines.
- Strong social media presence aligned to the academy's mission and values.
- Strong university, apprenticeship and employment destinations for Sixth Form students.

Person Specification: Sixth Form Coordinator

Qualification criteria

- Maths and English to grade C GCSE (or equivalent)
- Degree level qualification (desirable)
- Right to work in the UK

Knowledge and experience

- IT literacy including experience of using Excel and Microsoft Word (required)

- Understanding and knowledge of progression routes into university and employment (desirable)
- Experience of working with children and/or young people (desirable)
- Experience leading, coaching and motivating pupils (desirable)
- Experience using school management information systems (desirable).

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational and administrative skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with sixth form students
- Has confidence to hold students to account and have high expectations of them
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

If you can't fly then run, if you can't run then walk, if you can't walk then crawl,
but whatever you do you have to keep moving forward.

Martin Luther King