



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.

Some of these offers are subject to conditions and may change. See provider for full details.

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision “To set no limits on what we can achieve,” we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

Miriam Oakley
Headteacher



KING JAMES'S SCHOOL
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Sixth Form Administrator

Term Time Only

**(Including Training Days, plus 2 weeks
to be worked in August)**

**37 hours per week, Monday to Friday. Permanent
Grade C/D £23,750 - £24,509**

**We are offering an exciting opportunity to work as an
Administrator based within our successful Sixth Form.**

You will be the first point of contact in the Sixth Form office for students, parents and staff and provide administrative support to the Director of Sixth Form, Director of KS5, Student Pastoral Officers and Sixth Form Tutors.

The successful candidate should have knowledge of administration and office systems and experience of working in a busy office environment. You must have good attention to detail, analytical skills and be competent with Microsoft Office.

This is a student facing role so you must be confident with excellent interpersonal and communication skills. Good organisation skills are essential in order to handle the variety of tasks that need to be undertaken. You must have the ability to prioritise and keep to deadlines as well as work successfully as part of the central admin team.

We offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email
to: recruitment@king-james.co.uk by: **Monday 26th October
8am.**

Interviews to be held: Friday 6th November

Please note that CVs will not be accepted.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.co.uk and be received by **Monday 26th October 2026 8am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

The Sixth Form

In September 2019 we moved into our new Sixth Form Centre. The new Sixth Form Centre has helped to develop even further our successful and high achieving Post 16 offer. The state of the art building both matches, and helps to deliver, our high aspirations and ambitions for every Sixth Form student. It is a space all students enjoy and flourish in. A fantastic development for the school and local community. King James's Sixth Form is a vibrant, thriving community of valued individuals.

We pride ourselves on maintaining our heritage and strong links with the wider King James's School and community, while developing a unique Sixth Form experience, which emphasises support and ambition. Every student is challenged and supported through high quality teaching, bespoke learning and tailored advice. We believe that our close Sixth Form community, emphasis on developing independent study skills and class sizes facilitate this individual support.

The Sixth Form team is made up of the Director of Sixth Form, Director of KS5, dedicated Student Pastoral Officers and 12 Sixth Form Tutors.



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Job Description

Post Holder:	Sixth Form Administrator
Line Manager:	Director of Sixth Form and Director of KS5
Responsible to:	Director of Sixth Form and Director of KS5

Salary Grade :	Grade C/D
Full Time/Part Time :	Full Time
Hours:	37 hours per week Monday-Thursday 8:00am-16:00pm and Friday 8:00am-15:30pm
Full Year / Term Time Only:	Term Time Only + Training Days + 2 weeks, with the additional two weeks to be worked during the school holidays to provide support for A Level and GCSE results in August.

JOB PURPOSE:	To provide an administrative support service as required centrally including Sixth Form and ad hoc reception cover and reprographics in the form of a team service. The post holder is accountable for decision-making, short-term planning and dealing with unexpected problems within the sixth form office. The post holder may be responsible for some basic finance duties.
JOB CONTEXT:	Works within the busy environment of the school office facilitating the administration for the school, providing an administrative, reprographics support, budget monitoring and reception service, where excellent organisational skills and IT skills are essential in order to handle the variety of tasks that need to be undertaken.
MAIN RESPONSIBILITIES:	Duties to include but not limited to result days, administrative support to the Pastoral Team, attendance, GCSE Prizegiving, Sixth Form Prizegiving, School Service, Parent Evenings, Foundation Government Scholarships, UCAS advisor, Sixth Form prospectus, Sixth Form open evening, programmes of study, Leavers events, Sixth Form admissions (inc. taster days, applications, interviews, external visits), Student leader elections, communication with parents, leave letters, Charity Coordination, Sixth Form, Lockers co-ordination and lost property co-ordination.

Enhanced DBS clearance required.

ACCOUNTABILITIES / TYPICAL RESPONSIBILITIES

Operational Issues	• Provision of administrative, clerical and secretarial duties as required including printing and reprographics. • Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g, for the school's Governing Body / Financial Management Committee. • Obtain quotes from contractors as required. • Arrange and take minutes at various meetings as required. • Support with displays, prospectus, social media content and newsletters. • Liaison with the Local Authority offices. • Short term planning to include speakers, induction days and events. • Make appropriate decisions to problems/issues when they arise within the office. • Input data into systems ie Bromcom, UCAS, DfE portal • Maintain electronic records. • Undertake receptions service as required. • Undertake reprographics service. • Report concerns and obtain support for any issues raised. • Assist teaching and non-teaching staff and students with administrative queries • Produce general and confidential communication
Communications	• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Support reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource/People management	• Assist senior staff with budget preparation and revision as necessary. • Monitor the administration budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required. • Work with the school HR team to arrange interviews and other selection processes for support staff, volunteers and ITT students in accordance with respective procedures.
Safeguarding	• Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to • Have an awareness and basic knowledge where appropriate of the most recent legislation. • Maintain confidentiality.
Systems and Information	• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.

	Maintain and update accurate computerised and manual records as required
Data Protection	To comply with the King James's School (KJS) and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. - Ensure services are delivered in accordance with the aims of the equality Policy Statement. - Develop own understanding of equality issues.
Flexibility	<i>KJS provides front line services, which recognizes the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with KJS and County Council Policies and Procedures.</i>
Customer Service	<i>KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> - KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. - Understand your own role and its limits, and the importance of providing care or support.
Date Issued	<i>September 2026</i>

PERSON SPECIFICATION

JOB TITLE: Sixth Form Administrator (Grade C/D)

Essential upon appointment	Desirable on appointment
Knowledge • Knowledge of administration and office systems	
Experience • Clerical or administrative experience • Experience of working with Microsoft Office	
Occupational Skills • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Judgemental skills • Problem solving skills • Analytical skills	• Budget management skills
Qualifications • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	• CLAIT Plus, ECDL or Level 2 Word Processing and Microsoft Office.
Personal Qualities • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload	
Other Requirements • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required	