

SIXTH FORM & DATA AND INFORMATION ADMINISTRATOR

20 Hours Per Week, 39 Weeks Per Year
Bucks Pay Range 2, 11-15 (£10,029 - £10,984)

We are seeking a motivated and organised individual with a passion for efficient administration and a desire to contribute to the success of our students.

You will play an important role in ensuring the smooth operation of our data processes and provide administrative support to the Sixth Form team. This dynamic role requires close collaboration with teachers, parents and students to guarantee that all elements are effectively supported and deadlines are met.

Aylesbury Grammar School is an academy grammar school for boys. Our uncompromised curriculum and extraordinary care and support create a culture of respect and aspiration.

Nurturing Character since 1598

To obtain further details please see the Recruitment Pack on our website. If you have any further questions please email the Headmaster's PA Donna Miles: **dmiles@ags.bucks.sch.uk**

The School reserves the right to appoint a candidate to this post at any stage in the selection process. AGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Aylesbury Grammar School is an equal opportunities employer.



**AYLESBURY
GRAMMAR SCHOOL**

Founded 1598

Closing date for applications:
Noon on Friday 2 February 2024.
Interviews to be held later in February.

The safeguarding responsibilities of the post include:- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. **This post is exempt from the Rehabilitation of Offenders Act 1974.** AGS is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

All appointments will be made on merit in a fair and transparent process. As an equal opportunities employer, we encourage applications from all suitably qualified people. However, as Black, Asian and Minority Ethnic individuals are currently under-represented within the School, which does not reflect our diverse student body, we welcome all applications.