

Hills Road Sixth Form College

Appointment of: Administrator (Extended Curriculum)

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal and CEO Designate



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that the information in this booklet will help you to decide whether this role and our college might be the right next step for you. I sincerely hope it is!

As I prepare to take up the role of Principal in September, this marks an important moment in the College's continuing journey. Hills Road enjoys a strong national reputation and has led Sixth Form College performance tables for many years. But we are not complacent. In an ever-changing world, excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. It is an intellectually rigorous environment grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential – sometimes in ways they may never previously have been able to imagine.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that it continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We recognise that staff wellbeing is fundamental to student success and we pride ourselves on being consultative. In response to colleague feedback, we have introduced a two-week October half term and redesigned professional development. Staff consistently speak of the strength of our community. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another. Hills Road is ambitious, yet humane; high-performing, yet deeply caring.

I hope I have been able to give you a flavour of Hills Road. If you would welcome an informal conversation about the role or about the College more broadly, we would be delighted to hear from you.

Finally, thank you for considering our college and for the commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

With very best wishes,
Ali Kirkman

(Vice Principal – Staff and Student Learning)

Administrator (Extended Curriculum)

Permanent, Full Time, Term Time Only- Monday to Friday, 8.30-

4.30 Start date: 20th August 2026

Pro-rata salary £22,867

(Support Staff Pay Spine Point 9 per annum FTE £26,818)

The role of Administrator (Extended Curriculum) offers a rare opportunity to join the College in a new, full-time position designed to provide flexible, high quality administrative support across three key areas of our Extended Curriculum:

- Careers (including UCAS support and events)
- Student Services (including attendance, inbox management, first aid cover and front desk support)
- Enrichment (particularly administration of Terms 1 & 2, Eco-week, HR4.5 and Social Action Week)

The role will provide year-round consistency, deeper knowledge retention and improved efficiency during peak workload periods. The role requires excellent organisation, accuracy, initiative and the ability to work collaboratively across departments.

The post holder will be student facing in an on site role, based primarily in the Careers department and will move between teams according to operational need, supported by clear line management structures and planned workload scheduling. The role itself will be directly line managed by the Head of Careers.

Closing date: Monday 8th June 2026 at 9am

Interviews: Week commencing 15th June 2026

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

Information for applicants

The Post

The role of Administrator (Extended Curriculum) is a key member of three College teams: Careers, Student Services and Enrichment. The post exists to provide high quality, flexible administrative support across these areas, ensuring that essential processes run smoothly and that students receive timely, accurate and supportive information throughout the year. The post holder will therefore become a trusted and knowledgeable point of contact for staff, students and external organisations.

The role is varied, fast paced and rewarding. It involves reception style duties, inbox management, support for UCAS checking, event organisation, data work, student facing enquiries and collaboration with colleagues across the College. The post holder will work in student facing areas and must enjoy supporting young people with a calm, confident and reassuring approach.

There will be very busy periods across the year, such as UCAS deadlines, Enrichment sign up, Eco Week, HR 4.5, Social Action Week and Student Services peaks. Clear communication and planning between teams will ensure the post holder is supported to manage their workload and enjoy a balanced and purposeful working pattern.

This post will suit someone who is organised, friendly, proactive and motivated by the opportunity to make a tangible difference to student life at Hills Road. It is an excellent role for someone who enjoys variety, takes pride in accuracy and likes being at the heart of a busy and welcoming College community.

Job Description

Administrator (Extended Curriculum)

Purpose: To provide high quality administrative and events support across the Careers Department, Student Services and Enrichment, ensuring efficient, consistent and student focused operations throughout the academic year.

Reports to: The Head of Careers (the post holder will work across several teams with clear workload planning and oversight from the designated line manager).

Main Accountabilities:

Careers Administration and UCAS Support

The post holder will play a significant role in supporting the work of the Careers Department, contributing flexibly to the delivery of high quality careers guidance, administration and UCAS processes across the academic year.

Key areas of responsibility include:

- Supporting and overseeing administrative processes related to the annual UCAS application cycle, ensuring accuracy, consistency and deadlines are met.
- Supporting students with the technical and procedural aspects of UCAS applications, including setup, guidance materials, checking processes and responding to queries in person or by email.
- Liaising with tutors and Careers Advisers regarding applications, references, predicted grades and individual student queries.
- Contributing to communications with students about UCAS timelines, expectations and submission requirements.
- Maintaining appropriate records to track progress and support effective oversight of applications.

Alongside this, the post holder will contribute to the wider administration and day-to-day operation of the Careers Department, working alongside the Careers Administrator and Careers Advisers. This may include:

- Providing a reception function for the Careers Department, acting as a first point of contact for student enquiries and referring students appropriately.
- Supporting a range of Careers related events and activities (such as UCAS events, Careers Week, Mock Interviews and Employer Fairs), including organisation, logistics, bookings and communications.
- Providing administrative support for Careers Advisers and tutors as needed, particularly during peak periods.

- Contributing to the effective use and maintenance of Careers resources, systems and information for students.
- The post holder may also be asked to provide short-term support to other College teams such as Admissions, Reception or Exams, under the direction of the Head of Careers.

Student Services Administration

To support the efficient operation of Student Services through:

- Monitoring the Student Services inbox including Proof of Study requests and general enquiries.
- Carrying out daily Attendance Watch.
- Supporting the C Card scheme and the distribution of sanitary products.
- Supporting lost property processes.
- Providing First Aid and Mental Health First Aid support once trained.
- Supporting Student Services during lunch periods to ensure front desk coverage.

Enrichment and Events Administration

To provide administrative and organisational support to the Head of Enrichment across Terms 1, 2 and 3, including:

- Managing Enrichment sign-ups in Terms 1 and 2, including mailbox management, responding to student queries, processing changes and completing manual signups.
- Monitoring weekly Enrichment attendance, identifying patterns, preparing Stage 0 and Stage 1 actions and communicating with tutors, students and home where needed.
- Supporting the organisation of Eco Week and HR 4.5 including permissions, communications, logistics and materials.
- Supporting Social Action Week through room bookings, staff allocations, catering arrangements and production of schedules.
- Preparing and proofreading the Enrichment programme booklet and ensuring information is accurate and complete.
- Working pro-actively with the Head of Enrichment to communicate progress on administrative tasks, identifying issues and helping to find solutions.
- Liaising with staff, external contacts and students regarding Enrichment opportunities and arrangements.
- Maintaining a welcoming and accessible space for students during busy Enrichment periods.

Cross College Support

To contribute to wider College operations by:

- Supporting assessments for teaching staff and providing Library and reception cover if required.
- Assisting with Guidance Meetings where necessary.
- Supporting the Exams team during busy periods.
- Assisting with mail merges and College communications such as WCPs.
- Providing administration support to other extended curriculum areas, as and when required.
- Assisting Human Resources with campus tours when needed.
- Maintaining tidy, well organised student facing workspaces across all assigned areas.
- Undertaking any other duties reasonably requested by managers within Careers, Student Services or Enrichment.

Accountabilities that relate to all staff at the College

All staff at Hills Road Sixth Form College are expected to:

- Demonstrate behaviour and values consistent with the person specification for the role.
- Promote equality of opportunity in line with the College Equality and Diversity Statement.
- Maintain high standards of attendance and punctuality.
- Comply with all College policies and procedures including:
 - Equality and Diversity
 - Safeguarding the welfare of young people
 - Health and Safety
 - Data Protection and confidentiality requirements

Person Specification for Administrator (Extended Curriculum)

	Essential	Desirable
Qualifications, training and experience	<p>General education to A level or equivalent</p> <p>Strong written English skills with the ability to proofread accurately</p> <p>Willingness to undertake training in First Aid</p> <p>Willingness to undertake training on College systems including ProSolution, SharePoint and Outlook</p>	<p>Training or experience related to administration in an education setting</p> <p>Knowledge of the UCAS application process</p> <p>Experience using Unifrog</p>

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

<p>Skills and Ability</p>	<ul style="list-style-type: none"> • Excellent administrative skills with the ability to work accurately and efficiently. • Confident user of IT, including Microsoft Office applications such as Excel, Word, Teams, Outlook and internet based systems. • Good written and verbal communication skills with the ability to respond clearly and helpfully to a wide range of enquiries. • Confident and professional manner when dealing with telephone, email and in person enquiries. • Ability to work independently, manage own workload and prioritise effectively, especially during busy periods such as Enrichment sign up or UCAS deadlines. • Ability to use initiative to resolve straightforward issues and to seek guidance where appropriate. • Ability to work effectively under pressure while maintaining accuracy and composure. • Ability to respond positively to changing priorities across different teams. • Ability to provide appropriate information to students and to refer them to senior colleagues when needed. • Ability to work sensitively and calmly with students who may be distressed, anxious or in need of reassurance.
<p>Knowledge</p>	<ul style="list-style-type: none"> • A good understanding of the importance of accurate administration in an educational setting. • Awareness of post sixteen and post eighteen careers pathways, including higher education, UCAS procedures, apprenticeships and employment (training available). • Understanding of safeguarding and the responsibility all staff have to promote the welfare of young people. • Understanding of confidentiality and the appropriate handling of sensitive student information. • Familiarity with using online platforms such as SharePoint, databases and internal systems, or willingness to learn quickly.

Organisation	<ul style="list-style-type: none"> • Strong organisational skills with the ability to manage several tasks at once and keep clear, up to date records. • Ability to plan and support events effectively, including bookings, logistics, communications and follow up actions. • Ability to prioritise tasks methodically in response to seasonal peaks (for example UCAS, Social Action Week or Eco Week). • Ability to work in a structured way, ensuring deadlines are met and tasks are completed to a high standard. • Ability to maintain tidy, well organised and welcoming working environments, especially in student facing areas.
Disposition and Approach	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to build positive working relationships with students, staff, parents and external partners. • A professional, calm and assured manner with a mature and non-judgemental approach. • A high degree of personal responsibility, reliability and integrity. • A friendly, welcoming and approachable style, particularly in busy or sensitive student facing situations. • A positive attitude towards teamwork and collaboration across several departments. • Flexibility and willingness to adapt to changing demands throughout the academic year.
Focus on Quality	<ul style="list-style-type: none"> • Commitment to high standards of accuracy and attention to detail, especially when checking written information and student data. • Commitment to completing tasks thoroughly, following agreed procedures and meeting deadlines. • Commitment to delivering a high-quality service for students and staff across the College. • Commitment to continuous improvement and openness to training, feedback and professional development. • Determination to contribute to the College's aim of achieving quality and value for money in all aspects of its work.

How to Apply

Applicants are asked to do the following:

- complete the online [Hills Road Sixth Form College application form \(Part 1\)](#)
- complete the online [equality and diversity monitoring form \(Part 2\)](#)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms ([Part 1](#) and [Part 2](#)) are available at the links above, and on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted **by 9am on Monday 8th June 2026**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Wednesday 10^h June, then unfortunately your application has not been successful.

Interviews will be held during week commencing 15th June 2026.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: www.accessable.co.uk.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please go to our website <http://www.hillsroad.ac.uk>

Human Resources



**Shaping the
future through
opportunity,
quality and
achievement**



**Supported
by a caring
and learning
community.**

