



**JOHN TAYLOR HIGH SCHOOL**  
Mixed 11-18 comprehensive with 1500 students on roll  
Including 350 Post 16

“An outstanding school” (OFSTED)

## **VACANCY FOR**

**Post 16 Administrator**  
**To start Thursday 26<sup>th</sup> September 2019**

**Grade 5 (scale 6 - 9) £19,171 - £20,344 pro rata**

**Actual Salary £14,124 - £14,988**

**30 hours a week (Monday to Friday)**  
**Term time only + 2 weeks in August**

To provide administrative support for the day-to-day operation and strategic planning for the Sixth Form, including support to teachers in raising standards of teaching and learning. You will be supporting the Assistant Head of School, Head of Years, and Tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

Application forms and a job description are available on our website at [www.jths.co.uk](http://www.jths.co.uk)

Please return your completed application to [recruitment@jths.co.uk](mailto:recruitment@jths.co.uk)

**Closing date: 9 am - Monday 16<sup>th</sup> September 2019**

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment  
An enhanced disclosure check will be a requirement of the post.