



**BOSTON**  
HIGH SCHOOL

Boston High School, Spilsby Road,  
Boston, Lincolnshire, PE21 9PF

Tel: 01205 310505 | Email: [enquiries@bostonhighschool.co.uk](mailto:enquiries@bostonhighschool.co.uk)

[www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk)

**LEADING LEARNING TOGETHER**

#### VACANCY

### Sixth Form Officer

Required from March 2025

#### HOURS & SALARY

37.5 hours (8.30am. to 4.30pm.)

40 weeks per year (term time, plus two additional weeks)

Salary G5 £26,409- £29,093 (pro rata £23,471 -£25,857)

#### CLOSING DATE FOR APPLICATIONS:

Monday 10<sup>th</sup> February 2025 9.00am

#### INTERVIEWS WILL BE HELD ON:

Thursday 13<sup>th</sup> February 2025 (am)

We are looking for an enthusiastic, self-motivated individual to join our Sixth Form team as a Sixth Form Officer starting in March 2025. This is a fantastic opportunity to be part of a vibrant, supportive, and driven team, working closely with enthusiastic, hardworking, and determined students who are passionate about achieving their academic and personal goals.

As a key member of the team, you will play an integral role in supporting the Director of Key Stage 5, providing both pastoral and academic support to our students, and monitoring their progress, liaising with parents and carers, and collating vital data to ensure all students receive the guidance, support, and resources they need to thrive.

The ideal candidate will possess exceptional communication skills, have a strong proficiency in ICT, and demonstrate a proactive approach to problem-solving. In addition, a background in working with young people, especially in a school environment, would be highly beneficial. GCSEs in Maths & English (or equivalent) are essential.

This is a rewarding role that offers a fantastic opportunity for personal and professional growth, where you will be able to make a real impact on the lives of students and contribute to their journey through Sixth Form, supporting their career aspirations. If you are looking for a role that is both fulfilling and impactful, this is the perfect opportunity for you.

Join us in creating an environment where students can thrive and be part of a dedicated team working together to achieve success.

We reserve the right to appoint prior to interviews.

An application form and further information, including a job description, can be downloaded from our school website [www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk). If you have any queries or questions after reading the job description, **please contact Nadine Swain via email below.**

Please return all application forms, together with a letter of application (no more than 1 side of A4) to:

**Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF**

Tel: 01205 310505 Email: [jobs@bostonhighschool.co.uk](mailto:jobs@bostonhighschool.co.uk)

This school is committed to safeguarding and promoting the welfare of children, consequently an enhanced Disclosure and Barring Service Check (DBS) will be required. All pre-employment undertaken out are in line with "Keeping Children Safe in Education".