



WOODBIDGE
SCHOOL

Work With Us

UCAS Adviser

Application Pack



UCAS Adviser

Salary £28,500 - £32,000 FTE per annum pro rata
Annualised Contract of 595 hours per annum
Actual salary £10,672.04 - £11,982.65 per annum

Woodbridge School is looking to appoint a **UCAS Adviser** to support our Sixth Form Students in their preparation and submission of university applications, reporting to the Director of Sixth Form and the Deputy Head of Sixth Form.

This role will support students to ensure they are well prepared to meet the demands of a complex progressive world, as articulate responsible young adults, able to make well-judged decisions about their future education.

Working Hours

Due to the nature of UCAS timelines, this role will be predominantly working between the start of the September Term until the Christmas break and then the first few weeks of January. It is anticipated that during this period this role will be 5 days per week, working 9am to 2pm each day (approximately 450 hours).

The remainder of the hours (145 hours) will be spread across the remaining terms, with key working dates agreed with Director of Sixth Form for UCAS Presentation to Parents in March and UCAS preparation sessions in June/July with Year 12 Students. The remainder of hours will be used for research and preparation and also some hours will be required to work in August to support A Levels results and clearing.

Your salary will be paid in twelve equal instalments throughout the year from September to August each year.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Woodbridge School reserves the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

Closing date: 21 April 2025

Interview Date: W/C 21 April 2025

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Job Description

Job Title: UCAS Adviser	
Accountable to: Director of Sixth Form and Deputy Head of Sixth Form	Hours: Annualised Hours 595
Job Purpose:	
General	
<ul style="list-style-type: none">• To establish a vision and development plan for UCAS and higher education guidance, in order to help all students achieve their highest potential.• Keep abreast of new developments and programmes in UK Universities.• Finalise the school references, which are drafted by tutors, for all students applying to UCAS.• Coordinate and quality assure the UCAS application process, using the on-line UCAS system, proof-reading and checking UCAS applications.• Develop links with university admission tutors.	
Working with Students	
<ul style="list-style-type: none">• Support students in the preparation of University applications, including references, in accordance with the agreed timeline.• Liaise with Head of Oxbridge on the preparation of Oxbridge students.• Deliver workshops to Sixth Form students about UCAS applications, personal statements, process and timelines.• Assist the Director of Sixth Form, Deputy Head of Sixth Form and tutors in communicating with parents concerning higher education.• Attend Parents' Evenings for Years 11-13• Arrange individual meetings with all students who are making university applications.• To be responsible for the arranging and scheduling of practice interviews for senior students.	
Working with Staff	
<ul style="list-style-type: none">• To maintain an excellent working relationship with the Director of Sixth Form and Deputy Head of Sixth Form.• To work with the Director of Sixth Form and Deputy Head of Sixth Form to establish a coherent provision of individual support and guidance that includes one-to-one UCAS preparation with all students in the Sixth Form.• To work with the Careers Adviser, concerning apprenticeship applications and matters of shared interest, concerning students' futures.• To keep the Director of Sixth Form, Deputy Head of Sixth Form and Form tutors up to date with changes to the UCAS tariff system, application process and other reforms.• To liaise with the Director of Sixth Form, concerning the UCAS provision for the Sixth Form.• To liaise with the Head of Oxbridge in the support of those students making Oxbridge applications• To liaise with tutors, Heads of Year, the Director of Sixth Form, and the Assistant Head (Learning Support) to identify students in need of extra assistance.	

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach and undertake any reasonable duties as requested.

Person Specification

Education and Qualifications	E	D
Educated to Degree Level	x	
Knowledge and Experience		
Strong academic background with a keen interest in supporting students to achieve their full potential	x	
Knowledge of the UCAS Process or willingness to learn	x	
Confidence to speak in public to students and parents	x	
Knowledge of safeguarding in relation to students	x	
Candour, tact and honesty in providing objective advice to students	x	
Experience of working in an education setting	x	
Experience of working with students	x	
Skills		
Strong communication skills with a range of stakeholders, both verbal and written	x	
Capacity to motivate, inspire and challenge young people	x	
Good level of IT literacy including the ability to use Microsoft Office and other systems	x	
Excellent organisational skills with the ability to plan and deliver own work and that of others within timescales	x	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children	x	
Personal Qualities		
Ability to work flexibly and efficiently as part of a team	x	
Ability to use own initiative and to work independently	x	
Ability to establish good working relationships and contribute effectively to the organisation	x	
Enthusiastic, with a positive 'can do' approach	x	
Adaptable within a changing environment, able to cope with conflicting demands, deadlines, and interruptions. Able to remain calm and professional under pressure	x	
Attention to detail and accuracy	x	
Other		
Driving Licence		x

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria)
Sick Pay	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3-year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the dining room is in operation• Access to Employee Assistance Programme• Death in Service Cover

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating UCAS Adviser in the title line to

recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.