



**Bolingbroke**  
Academy

## **UCAS Early Entry Co-ordinator (Fixed-term)**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

### **The Role**

This role at the centre of our school and within a successful and dynamic Sixth Form Team. This is an opportunity to show what non-selective education can achieve for all pupils and students in our community.

**Reports to:** Director of Sixth Form

**Start date** Immediate start

**Contract:** Fixed-term until 31<sup>st</sup> August 2026

**Working hours:** 5 hours per week, Term-time only (39 weeks in a year)

**Salary:** TLR 2A (£3,389 per annum) for teachers or £17.40 per hour for non-teachers

**Closing date:** Monday, 6<sup>th</sup> October 2025

Frequent Working Contact with:

- Careers and Development Lead
- KS4 & 5 HoY
- Exams Officer

## **Aims of the Post**

- To identify and empower those students who have the capability during KS4/5 to gain entry to a top 10 University.
- To prepare these students with the information, opportunities, and skills necessary to be successful in the Oxbridge, Dentistry, Medicine and Law application process, including entrance examinations.
- To promote the profile of Sixth Form through this role

## **Responsibilities**

- Oxbridge and Early Entry Preparation Classes (Weekly)
- Work closely with KS AP and HoDs to identify, raise aspirations and begin preparation of potential KS4 students for this pathway through inclusion in extra-curricular where appropriate and academic mentoring with KS5.
- Identify and prepare students & their families for application process from beginning of year 12.
- Run fortnightly Oxbridge & Early Entry enrichment session, planning, and developing resources for this.
- Work with KRO to prepare students, parents/carers, and staff for the early entry process, including personal statements and school references.
- Liaise with partner schools, colleges, and universities – building on current relationships and making new links.
- Communicate with students, parents/carers, key staff, and other stakeholders in an efficient, professional, and timely manner.
- Use this role to promote the Sixth Form to internal and external applicants.
- Work closely with the Exams Officer to register students for all entrance and early entry examinations.

## **Our ideal candidate will:**

- Have strong attention to detail.
- Have the ability to act on their own initiative.
- Have a commitment to Ark's ethos of high expectations and delivery
- Have the ability to work in a way that promotes the safety and wellbeing of students and pupils.
- Ensure confidentiality at all times.
- Be able to work as a team.

## **Qualification Criteria**

- Right to work in UK.
- Subject to Enhance DBS clearance.