

Impington Village College (IVC)
Sixth Form Administrator/Exams

Required: As soon as possible

Salary: Scale 4 points 7-11, £23,918.08 - £25,493.03 pro rata (£27,275 - £29,071 FTE)

Hours: Monday to Friday 37 hours per week, Term Time only plus 2 weeks

Join the “Comprehensive School of the Year East Anglia” 2026

This is an exciting opportunity for an experienced administrator to join our small sixth form at Impington International College.

This role will report directly to the Assistant Principals, Heads of Sixth form and will involve all aspects of our sixth form administration and exams management. The role is front facing; you will manage the reception including meeting and supporting visitors, parents and students and managing phone and email communications.

We are looking for a colleague with the following skills:

- An excellent organised administrator with a high attention to detail
- Work well under pressure and take multi-tasking in your stride
- Have the ability to work confidently and collaboratively
- A confident communicator with a positive can-do attitude
- Ideally with experience of administration in education, but not essential

What can ELA offer you?

ELA offer a sector leading staff benefits offer alongside bespoke, high quality CPD programmes, cross-trust events, and exceptional opportunities for career development within our innovative family of schools.

ELA staff benefits include:

- Reduced contact time to enable professional development;
- EAP with access to counselling & physiotherapy;
- Health care cash plan;
- Paid annual family day;
- Extensive discount club access;
- Cycle to work & electric car lease schemes;
- Enhanced parental leave;
- Flexible work practices;
- Laptop & mobile phone payment plans;
- Ticket ballots for high profile events;
- Generous annual leave allowance for support staff;
- Discounted gym membership for all staff.



Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references along with a Certificate of Good Conduct if applicable. Only applications submitted on using the ELA application form will be accepted. We do not accept applications by CV.

Read our Good Schools Guide Review [here](#)

Please find the link to our [Safeguarding policy](#)

[Why work for ELA?](#)

An application pack is available from our website <https://ivc.tela.org.uk/>. Applicants must complete a College application form - we cannot accept CVs.

Closing Date: 8am Monday 2 November 2026

Due to the high volume of applicants, we receive for certain roles, we reserve the right to close a vacancy earlier than the advertised date if we have received applications that reach the criteria.