



OAKLANDS SCHOOL JOB DESCRIPTION

POST TITLE: Administration Assistant (Sixth Form)

Responsible To: Office Manager

Salary Scale: Scale 4 (Points 7-10)

Full Time 35 Hours per week / Term Time only + 2 weeks

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PURPOSE OF POST:

- To provide a professional, welcoming, positive, and highly effective service to the students of Oaklands School and to contribute to the active promotion of the school's vision and ethos
- To be the first point of contact for all student enquiries during the school day and until 4pm each school evening.
- To provide current information to students through daily updates of the student information systems; e.g. tutor group folders, noticeboards, digital screens.

SPECIFIC ROLE AND RESPONSIBILITIES:

1. To ensure a professional and courteous reception service is provided to all students through the efficient and effective management of the student reception area.
2. To be responsible for the upkeep and presentation of the reception area.
3. Assisting in the coordination and efficient organization of Parents Evenings, INSET, Academic Days, Presentation Evenings, Sixth Form Open Evenings and other events at the school
4. Assisting in administration of school visits and trips
5. To develop and maintain a daily electronic information service for all students through the Sixth Form information screens, providing daily updates on student activities and events. Liaising with all staff to ensure information is current, informative and provide positive news and feedback on successes.
6. Attendance / Punctuality recording, monitoring and reporting including first day attendance calling.
7. To deal with e mail and telephone enquiries from staff, parents/carers and external agencies related to student welfare and wellbeing and to log all communications with regard to students and disseminate to the correct personnel.
8. To be the point of contact and coordination for the Sixth Form Pastoral Staff.

9. To be the point of contact for the On Call system, keeping accurate records of support requested for Sixth Form
10. To manage, alter, and issue student information; e.g. student timetables, letters, bursary forms, on rolling/off rolling on SIMS information to and from parents for sixth form only, including student database management.
11. To assist with Sixth Form Enrolment.
12. To issue Sixth Form ID where necessary.
13. To produce documents and reports as required using Microsoft office applications including Word, Excel and Power point.
14. To be a member of the support staff team and to provide administrative support as required, under the direction of the Office Manager.
16. To be willing to administer First Aid and to carry out other associate functions related to the role, including the devising and administration of a First Aid rota, in conjunction with the Office Manager and contact parents and arrange for sick/injured children be taken off site.
17. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns as appropriate.
18. Promote the school's policies on behaviour and demonstrate a commitment to providing a caring and stimulating environment for all students in the school.
19. Filing and any other administrative duties as required from time to time.

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with health and safety responsibilities as part of performing the role.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.

- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

Person Specification: Administration Assistant (Sixth Form)

- 1 Excellent organisational and communication skills to plan and to coordinate duties in an efficient manner.
- 2 Excellent interpersonal skills in order to liaise with a variety of people; staff, students, parents, visitors.
- 3 Excellent administrative skills to undertake a wide variety of administrative tasks.
- 4 The ability to work independently and unsupervised for the majority of the time.
- 5 The ability to work effectively under guidance from the Senior Leadership Team and Office Manager.
- 6 Good ICT and technical skills with the ability to use a database and MIS.
- 7 The ability to be resourceful and to work within constraints of the budget.
- 8 Good attendance and punctuality.
- 9 An awareness and understanding of equality of opportunities.
- 10 The ability to observe strict confidentiality.
- 11 The ability to work under pressure and reconcile priorities.