

Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a group of schools who work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Administrative Support Assistant for Sixth Form
Grade	Scale 4.7 to 4.10
Contract	Permanent
Hours	Term Time, 36 hrs per week, 40 weeks per year
Reports to	Assistant Headteacher (Head of Sixth Form)
Liaison with	Assistant Headteacher (Head of Sixth Form), Deputy Head(s) of Sixth Form
Job Purpose	
	To provide efficient, professional secretarial, and administrative support to the Sixth Form Team. To manage and co-ordinate personal matters
Duties & Responsibilities	
	<p>Support for the Head of Sixth Form</p> <ul style="list-style-type: none"> • To maintain and keep the Head of Sixth Form's diary and arrange appointments as necessary. • To ensure the Head of Sixth Form is briefed for all meetings, relevant correspondence, documentation • To provide administrative support to the Sixth Form Team including the Sixth Form tutors. • To take the initiative in handling phone calls and correspondence for the Head of Sixth Form. • Producing agendas and taking minutes of regular Sixth Form Team Meetings and Key Stage 5 Tutor Meetings. • Administration for Academic Review Day • Support the Head of Sixth Form with the use of data to identify underperforming students. • Support the Head of Sixth Form with the checking and quality assurance of the mentoring system. • Support the Head of Sixth Form with organising and implementing the parent and student voice programmes. <p>Student Data and Information</p> <ul style="list-style-type: none"> • Maintain daily attendance registers & contact absentees and update the Sixth Form Team • Provide weekly attendance reviews for the Sixth Form team • Ensure completion of Census for KS5 • Maintaining up-to-date records of student's destinations

- Upkeep of students' details on SIMS.
- Record and retrieve data, supply information in response to requests and make reports as required.
- Find, locate, select, analyse and prepare information to support Sixth Form accountability and decision-making

Events

- Provide Administrative support for Enrolment Days, Results Days, 6th Form Parents' Evenings, Open Evenings, Taster Day and other 6th Form Events
- Provide Administrative support and arrangements for Speech Night

Student Recruitment

- To lead the organisation of student recruitment into the 6th Form using the online platform Applicaa
- Arrange student induction interviews
- Collating information for prospective students e.g. references, predicted grades, etc and arranging interviews for these students.
- Collating information from prospective year 11 students, e.g., inputting their subject choices and arranging interviews with Sixth Form staff.
- Preparing Sixth Form Handbook and Summer work booklets

General Administration and Communication

- To receive and deal with enquiries from parents, staff, students, governors and outside agencies both over the telephone and in person.
- General typing of memos, letters home, round robins, etc
- Upkeep of students' files.
- Design, create and produce forms, certificates, etc. as required.

Student Support

- To monitor and support excellent attendance and punctuality.
- Provide administration of detention system for the Sixth Form
- Provide administration of trips/visits for the Sixth Form
- Provide administrative support for the organisation of holiday revision sessions
- Administration of the Bursary system using the online platform bursary+ , i.e. monitoring and management of registration and attendance; authorising of weekly payments; setting target dates for authorising payment of bonuses; making final decisions about bonus payments.
- Preparing references for past students.
- Ensuring students follow Fire evacuation procedures and provide all tutors with registers – call home for any students missing.
- Liaise with students and staff in respect of UCAS application.
- Assist in the organisation of the guest speaker programme.
- Support the Pastoral Manager in dealing with students' academic and pastoral queries and concerns.

General

- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of students.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

	<ul style="list-style-type: none">• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Administration Support Officer for Sixth Form)

Date: __/__/__

Administrative Support Assistant for Sixth Form – Person Specification

Head of Year		
	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Qualifications		
GCSE or equivalent at Grade C or above in Mathematics and English.	E	A
GCE Advanced level or equivalent qualification	E	A
Excellent numeracy/literacy skills	E	A, I
Designated Safeguarding Lead qualification.	D	A
Knowledge & Experience		
Experience in forming positive working relationships with a range of stakeholders.	E	A, I
Experience of Child Protection and/or safeguarding.	D	A, I
Experience of providing pastoral support.	D	A, I
Knowledge of using data systems for monitoring, evaluation and review to inform intervention.	E	A, I
Evidence of further professional development and training, and how it has been applied.	E	A, I
Experience of constructive partnerships with staff, pupils, parents/carers and external agencies.	D	A, I
Know when, where and how education and support services can be accessed	D	A, I, T
Up-to-date knowledge of Child Protection, Safeguarding, Equality, Inclusion & Diversity, Radicalisation and Extremism.	D	A, I, T
Experience of being an active member of a pastoral team within an educational setting.	D	A, I
Skills and Abilities		
Ability to enthuse, challenge and inspire pupils in their care.	D	I
Excellent communication skills, remaining calm and clear at all times.	E	I, T
Strong commitment to improving educational opportunities and raising standards of achievement.	E	A, I
High expectations of themselves and others	E	I
Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.	D	I
Confidence in sharing ideas and initiatives	D	I
Ability to work in a busy environment	E	A, I, R
Ability to work with a variety of Stakeholders	E	A, T
Ability to form and maintain good relationships	E	A, I, R
Ability to exchange verbal information clearly with children and adults	D	A, R

Strong organisational, project and time management	D	T,R
Ability to work as part of a team or independently	D	I,R
Ability to inspire and motivate	D	A R
Ability to prioritise, plan and organise with attention to detail	E	A,I,R
Ability to work as part of a team or independently	D	I,R
Ability to inspire and motivate	D	A R
Ability to prioritise, plan and organise with attention to detail	E	A,I,R
Demonstrable discretion	D	I
Working With Children		
Understand and support the differences in children and adults and respond appropriately	E	I, R
Understanding of the learning experience provided by the school	E	I
Understand the importance of physical and emotional wellbeing	E	I
Attributes		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A,I,R
Flexibility to deal with the diverse needs of the post including the ability to prioritise when balancing a number of different work requirements and projects	E	A,I,R
Establish and maintain appropriate professional relationships with colleagues and pupils	E	A,I,R
Sense of humour and easy-going temperament	E	I,R
Able to remain calm and composed under pressure and work to deadlines	E	I,R
Commitment to and understanding of equal opportunities and safeguarding	E	I,R
Reliable and a good timekeeper	E	I,R
Adopts a positive attitude	E	I

Signed: _____ (Administration Support Officer for Sixth Form)

Date: __/__/__