



JOB DESCRIPTION

Job Title:	KS5 ADMINISTRATOR PLUS PASTORAL SUPPORT
Grade and Pay Range:	SCP 13 - 17 (£22,627 - £24,491 per annum)
Actual Salary:	£18,774 - £20,320 per annum
Hours :	37 hours per week, Term Time Only
Responsible to:	Assistant Head of School and Head of Sixth Form
Responsible for:	No direct line management responsibilities
Main purpose:	To provide a comprehensive and efficient administrative support to internal and external customers with a focus on supporting the Sixth Form. To undertake work as directed by members of the Leadership Team.

MAIN RESPONSIBILITIES

- To work as part of a team to provide customer focussed services
- To deal with enquiries from internal and external customers
- To work closely with the Sixth Form team to provide them with efficient administrative support and assist with higher education applications and requests
- To communicate with external organisations to arrange Sixth Form events
- To support the Sixth Form team at the Sixth Form Open Day, Induction Days, enrolment sessions, maintenance of their application database and any other Sixth Form administrative processes
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake administrative duties including:
 - Preparing more complex correspondence
 - Ordering and monitoring stock supplies
- To use IT applications and databases effectively to deliver administrative tasks
- To collate and prepare information from a variety of sources

- To input and retrieve data using computerised systems
- To co-ordinate the payment of monies for Sixth Form trips and occasional costs (under the supervision of the Finance Team)
- To communicate effectively with internal and external customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To act as a First Aider, dealing with any day-to-day first aid issues that may arise and supporting other First Aiders where required
- To call/assist emergency services in cases of serious illness or injury
- Attendance - Ensuring completion of the registers, chasing up absences and completing relevant attendance reports
- Welfare Checks - First point of contact speaking with parents, passing on safeguarding concerns to safeguarding staff
- Point of contact for sixth form students answering any questions as appropriate
- Organising meetings for the Sixth Form team and parents
- Taking the register for absent members of staff and setting work for students

Other Specific Duties:

- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the Academy
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health and safety, security, confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the Senior Leadership Team
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of school hours and off school premises, as required by the Academy. No smoking policy.

PERSON SPECIFICATION

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Grade: SCP 13 - 17
37 hours per week Term Time Only

The Rodillian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS & EXPERIENCE			
Experience of working in a school or learning environment	Application form and selection process	Experience of working with secondary school students and staff	Application form and selection process
Experience of working in a similar role, providing administrative and pastoral support to both a specific team of staff, and the organisation as a whole.	Application form and selection process		Application form and selection process
Effective use of ICT systems and packages (eg. word/excel/powerpoint)	Application form and selection process	Ability to self-evaluate training needs and actively seek learning opportunities	
Experience in producing comprehensive reports	Application form and selection process		
Exceptional organisational and time management skills.	Application form and selection process		
Display excellent attention to detail and accuracy	Application form and selection process		
Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process		
Adaptability to changing circumstances/ideas	Application form and selection process		
Make decisions based on understanding of relevant information	Application form and selection process		
Demonstrate sound judgement with the ability to present solutions.	Application form and selection process		
Ability to relate well to children and adults on all levels	Application form and selection process		
Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills	Application form and selection process		

<p>Experience in facilitating & hosting meetings and events</p> <p>Work constructively as part of a team</p> <p>Ability to work autonomously and under your own initiative</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p>KNOWLEDGE & UNDERSTANDING</p> <p>A background in administration with a knowledge of Higher Education</p> <p>An understanding of the principals of efficient and effective administrative support</p> <p>Good ICT skills and confident in use of Word, Excel and the internet</p> <p>Full Understanding of relevant polices/codes of practice and awareness of relevant legislation around safeguarding</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Strategies for ensuring equal opportunities for staff, students and other stakeholders</p> <p>A knowledge and understanding of systems for managing educational visits</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>NVQ or equivalent in a relevant area</p> <p>A grade 'C' or above GCSE in English and Maths (or equivalent)</p> <p>Current First Aid at Work qualification or demonstrate a willingness to undertake this</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process or willingness to undergo appropriate training</p>		<p>Application form and selection process</p>
<p>PERSONAL COMPETENCIES & QUALITIES</p> <p>Diplomatic and confident</p> <p>Flexible approach to meet daily demands of the role</p> <p>Self-motivated and ability to use initiative to ensure tasks are completed</p> <p>An excellent record of attendance and punctuality</p> <p>Seek advice and support when necessary</p>	<p>Selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Selection process</p>	<p>Determination to succeed and the highest possible expectations of self and others</p> <p>Reliability and integrity</p> <p>Resilience and perspective</p>	<p>Selection process</p> <p>Selection process</p> <p>Selection process</p>

OTHER CONDITIONS			
Enhanced DBS Check			
Satisfactory References			
Pre-employment Health Check			