

Job Description: Sixth Form Office Manager and Work Placement Coordinator

Grade 6

Responsible to: Director of Education Sixth Form - MNSP

The Sixth Form covers a number of sites. These are MSN Sixth Form, the Sixth Form Hub and the Bath Dance College. The role will be based at Norton Hill School but will involve work for Sixth Form across all the sites.

1. JOB PURPOSE

- Manage the Sixth Form work placement processes – acquiring and promoting placements, administering required paperwork and allocating placements.
- Manage the Trust post 16 bursary administration ensuring all aspects of the bursary process is completed in a timely manner by all those involved and the requirements of the Trust policy are met.
- Manage the Social Media for the Sixth Form on Norton Radstock sites ensuring that this is used effectively to provide maximum exposure.
- Implement promotional aspects of the sixth form to include designed adverts and promotional material.
- Manage the provision of a comprehensive support service to the sixth form across both sites by managing a range of administrative and clerical support functions from the base of the sixth form centre including line management of the Sixth Form Receptionist.
- Provide administrative support for Trust aspects of Sixth Form.
- Attend and support external and internal career recruitment events.
- Manage the Sixth Form recruitment process across all sites to include publicity, arranging interviews, actioning appropriate paperwork and helping with transition arrangements. Support the Director of Education in monitoring recruitment and admissions across the MAT.
- To support and attend events after hours (advance notice), parents evenings, open evenings etc.
- Supervision of students within the Norton Hill Sixth Form centre throughout the day, including lunchtimes.
- Supervise student attendance and oversee the Single Central record of the BDC.
- To manage the Sixth Form office.

2. OTHER DUTIES AND RESPONSIBILITIES

2.1. Work Placement Duties

- To ensure existing employer relations are maintained to a high standard.
- Be the first point of contact and provide support to our students in finding work placements. Work with the work placement administrator to ensure the success of these.
- Complete visits to placements to ensure Health & Safety risk assessments are completed and adhered to.
- Work with the employer or school site to resolve any issues which may arise in the placement.
- Network with and optimise links with local employers.
- Find appropriate placements for students completing the T Level qualifications.
- Deliver and assist with student briefings, clinics and parent/carer evenings as required.
- Conduct health and safety pre-placement visits when needed.
- Manage the work placement platform / database and ensure all necessary documentation is prepared, distributed and returned in accordance with the work placement process, ensuring confidentiality at all times.
- Attend training where necessary.
- Complying with Trust policies and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

2.2. Information Management

- Manage annual data collection ensuring sixth form student records are updated.
- To ensure healthcare plans are completed with student and parent input and reviewed annually.

2.3. Administration Services to Sixth Form Team

- Oversee the filing system of ex-students records and disposal of all records in accordance with the Trust Record Retention Policy.
- Oversee the sixth form calendar and the sixth form team's calendar.
- Provide a confidential typing service for Director of Education and Director of Sixth Form, producing well-presented and accurate correspondence, reports, minutes, agendas, student progress and/or conduct reports, distributing as necessary.
- To co-ordinate Sixth Form tours as required.

- Management of all Sixth Form led trips from start to finish to include logging on evolve and related paperwork. Responsible for ensuring trips are financially balanced and also that all health and safety requirements are met.

2.4. Communications / Publicity

- Manage the sixth form website and ensure it is kept up to date.
- Manage sixth form social media including drawing up a publicity recruitment plan.
- Work with the reprographics departments in the schools or external companies to arrange printing/copying of publicity materials.
- Create adverts and publicity materials for sixth form using desktop publishing software.

A full driving licence is required for this post as movement between the sites is an essential criterion for this role.

3. QUALIFICATIONS AND EXPERIENCE

- Experience of Microsoft Office applications, including Word and Excel is essential.
- Good interpersonal skills and the ability to work as an effective team member are required. Assertiveness, discretion and good communication skills will be essential.
- Experience of working with young people would be an advantage however a willingness to understand and uphold the school values with high expectations for all is essential.
- Experience of managing your own workload and working in a busy environment.
- To be first aid trained or willing to complete the training.

4. GENERAL/SPECIAL CONDITIONS

- This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

Postholder: _____

Line Manager: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____