



Devonport High School for Girls Job Description Office / Sixth Form Administrator

Post Title:	Office / Sixth Form Administrator
Grade:	Grade C, Point 5-7
Hours/weeks per annum:	37 hours per week, 40 weeks per annum (one week to be worked during the Summer holidays)
Hours of work:	Monday to Friday 8.30 am – 4.30 pm
Responsible to:	Office Manager / PA to Head Teacher/ Head of Sixth Form
Job Purpose:	<p>To provide high quality administrative support to the Sixth Form and main School Office, ensuring the smooth day to day operation of both areas. The postholder will act as a qualified First Aider supporting the health and welfare of students.</p> <p>The postholder will be responsible for the importing, managing, and maintaining school staff and parent calendars. The role includes ensuring calendars are accurately updated, well-organised, and effectively shared with support and teaching staff following import.</p>

DUTIES AND RESPONSIBILITIES:

MAIN SCHOOL OFFICE SUPPORT:

Organisation

- Undertake reception duties such as routine telephone calls, face-to-face enquiries and signing-in visitors
- Assisting with student first aid/welfare duties, looking after sick pupils, administering medication and liaising with staff and parents/carers
- Help students who have missed their transport after school to get home safely

Administration

- Provide routine and confidential administrative support e.g. photocopying, filing, emailing and franking mail
- To take and pass on accurate messages, timed and dated
- Maintain manual and computerised records/management information systems using SIMs
- To undertake typing, word processing and other IT-based tasks

- To undertake administrative procedures under the direction of the Office Manager
- To contact parents/carers by telephone to chase up consent forms etc
- To support the SIMS Officer – Assessment during busy periods in relation to tasks relating to Assessment, Examinations, Enrichment week etc

Resources

- To operate office equipment e.g. telephone, photocopier, computer and franking machine

SIXTH FORM SUPPORT:

Organisation

- To book taxis for Sixth Form students who study some of their subjects at other schools within the city
- To be responsible for the security of confidential files which should be archived annually
- To ensure that the Sixth Form Centre is always clean and tidy
- To ensure that Sixth Form students behave in an appropriate manner whilst in the Sixth Form Centre (e.g. no eating or drinking within the Study Area)

Administration

- Act as the first point of contact for Sixth Form students, parents, carers and visitors, providing a welcoming and professional service in person, by telephone and email.
- Maintain accurate Sixth Form student records, including enrolment.
- To provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence
- Monitor the 6th form email in box and deal with messages appropriately.
- Maintaining the students' signing in and out sheets on a daily basis
- To take and pass on accurate messages, timed and dated
- To operate the Attendance Module in respect of Sixth Form students
- To meet with students to discuss unexplained absences, referring them to the Head or Assistant Head of Sixth Form if the absence is of a complex and/or personal nature
- To produce attendance reports for senior members of staff as required
- To maintain manual and computerised records/management information systems
- To undertake typing, word processing and other IT-based tasks
- To be responsible for the timely and accurate submission of UCAS reports
- To undertake administrative procedures relating to Sixth Form events at the school and organised trips
- To contact parents/carers and external agencies concerning confidential matters relating to Sixth Form students

Resources

- To operate office equipment e.g. photocopier and computer
- To ensure that resources are kept up-to-date and tidy in the Sixth Form Centre e.g. forms for completion by students and student noticeboards in the Study and Social Areas

FOR BOTH ROLES:

Responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure equal opportunities for all

- To contribute to the overall ethos, work and aims of the school
- To appreciate and support the roles of other professionals
- To participate in the school’s support staff appraisal scheme and to attend and participate in relevant meetings and training as required
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. Reasonable adjustment will be considered as required by the Disability Discrimination Act

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager/leader to undertake work of a similar level that is not specified in this Job Description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Signed.....	Date
Post holder	
Signed.....	Date.....
Head Teacher	