



Job Description

Location: Brookfield Community School, Chatsworth Road, Chesterfield S40 3NS

Salary: The Redhill Academy Trust Pay Scale, Band 6 point 29 – 32

Contract: Permanent, 37 hours per week,
40 weeks per annum (Term Time only plus one week)
3 days per week Post 16/Pastoral and 2 days per week reception/admin

Responsible to: Operations Manager/Head of Sixth Form

Post objectives:

Post 16 - To provide pastoral and administrative support for the Sixth Form leadership team to facilitate the smooth day to day running of the Sixth Form

Reception/Administration - To be part of the main school office team providing reception and administration support to staff within the school

Post 16 Main Duties and Responsibilities

- Maintain the study/Sixth Form area, including notices and information for Sixth Form students
- To monitor and administer the bursary fund
- Distribute Post 18 information and opportunities via noticeboards and form tutors
- Maintain filing systems for the Post 16 office and PD programme
- Assist with the organisation of Post 16 events
- Organise the distribution and collation of the Sixth Form Home Agreement
- Provide administrative support for the Year 11 and Year 13 results days
- Take minutes and any carry out required administrative follow up for Sixth Form team meetings and intervention strategy meetings
- Administration of the collection/collation of data collection and reports
- Filing and updating of Post 16 student records
- Managing the process of submission of UCAS applications
- Maintain leavers and destinations information, including students dropping subjects
- Maintain information on Sixth Form applications and organise interviews for internal and external students

- Sixth Form study area supervision and temporary supervision of other Sixth Form working areas like the library:
 - To provide general support, help and initial guidance to students
 - Maintain good order
 - Encourage and promote independent study ensuring that students make the most of their independent study periods
 - Provide 1:1 or group support to students who need additional support with independent learning skills during study periods.

- Post 16 Events:
 - Parents' evenings
 - Open days
 - Further education/conferences
 - Preparing promotional material
 - Review days
 - Induction days
 - Leavers Prom
 - Post 18 career development days
 - UCAS information evenings
 - Guest speakers to address Sixth Form
 - Year 12 and 13 enrolment days
 - Sixth Form interviews
 - Co-ordination of the Year 10 Taster Day

Reception/Administration Main Duties and Responsibilities

Under the direction of the Operations Manager, provide general clerical support to staff within the school, including typing, photocopying, filing and letter correspondence.

- Answering the main reception switchboard and directing calls as appropriate
- Provide receptionist duties, welcoming, greeting visitors, parents and contractors to the school ensuring they sign in/out and signposting visitors around the site. Ensuring DBS checks are obtained for the Single Central Record
- To promptly sort and distribute incoming mail and deliveries
- Produce the staff and student bulletin and circulate accordingly
- To co-ordinate and organise the school's presence around the building including the main notice boards/displays.
- Ordering of goods for departments, whilst maintaining best value.
- Ensure all external correspondence is franked and prepared for, and be a signatory on deliveries.
- Providing support to staff within school.

General:

- Attendance at staff meetings and INSET activities where relevant
- Assist with the supervision of students outside the classroom, including lunchtime duty
- To uphold and actively support the school's policies and procedures
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">▪ Minimum of 5 GCSE's A*- C English and Maths or equivalent▪ Minimum of two years' experience working in an administrative role▪ Experience of working to policy and procedures▪ Competent in the use of Microsoft Office applications	<ul style="list-style-type: none">▪ Working knowledge of SIMS management information system▪ Experience of working in a school or other educational setting▪ Understanding of safeguarding in a school context
Skills, Abilities and Personal Qualities	<ul style="list-style-type: none">▪ Ability to prioritise tasks, manage time effectively and meet deadlines▪ Ability to cope effectively in a busy, demanding role▪ Proven ability to maintain confidentiality in all aspects of work▪ Excellent communications skills, both oral and written▪ Able to provide a high level of customer service to stakeholders▪ Able to adapt to work alone, using own initiative and within a busy diverse team▪ Flexible approach to working hours and positive attitude to work	