



Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 – 36

Hours of work: 37 hours per week, 40 weeks per year (Term Time plus 1 week)

Responsible to: Operations Manager / Head of Sixth Form

Post objective: To provide administrative support for the Sixth Form leadership team to facilitate the smooth day to day running of the Sixth Form and to maintain post 16 attendance. To provide effective management for the Post 16 Events including

- 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 Taster Days

Post 16 Main Duties and Responsibilities

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
- Management of the Sixth Form application system to include checking of applications, working with other schools to support applications, making of offers to students and student enrolment into Sixth form.
- Analyse attendance data to maximise student attendance in school
- Ensure that pupil data is up to date and accurate

- Using ICT to record all attendance data into the school's system and ensure staff are using systems correctly by providing support and guidance as required
- Develop highly efficient systems that automate responses to parents where attendance is poor as part of a tiered approach
- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents are kept
- Detect trends and patterns of absence and take appropriate action
- Record pupils who arrive late in school
- Challenge students on reason for lateness and absenteeism on a regular basis
- Manage a target cohort of students by regular contact with key students and their parents
- Develop systems to incentivise and further improve attendance through the school reward systems through challenge, support and celebration
- Maintain the study/Sixth Form area, including notices and information for Sixth Form students.
- Monitoring of Class Charts, Uplearn, Unifrog and Careers Compass.
- 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.
- Support with Year 12 Work Experience.
- 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.
- Support to ensure that cover for Tutor Time is available when needed, and LS&W lessons are covered where staff are absent.
- Provide support for parental and student events both in school and within the wider community.

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.



CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
<ul style="list-style-type: none">• Minimum of 5 GCSE's A* - C including 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 including Excel• Experience of working in a school or other educational setting• Background experience of pastoral or attendance work• Working knowledge of the SIMS Application• Training for relevant strategies for supporting safeguarding• Confidentiality and an awareness of data protection legislation in schools	A A A, I A, I A, I, T A, I	A, I, T A, I A, I

<p>Skills, Abilities and Personal Qualities</p> <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 ▪ Experience in providing 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 • Ability to manage stakeholders from a range of backgrounds 	<p>A, I, T A, I A, I A, I A, I A, I A, I A, I</p>	
<p>Suitability to work with children</p> <ul style="list-style-type: none"> • Enhanced DBS clearance is required for this position 		

A – Application

I – Interview

T - Task