Post 16 Administrator
JOB DESCRIPTION

Role Purpose:

To provide high quality and efficient administration to the Post 16 facility
To work collaboratively with other Post 16 staff within the Academy in meeting the academic, pastoral and other needs of the students.
To support the teaching and learning of Post 16 students by overseeing the Post 16 study area.

Key Accountabilities:

Reporting to the Head of Post 16

Main Duties

- To evaluate student bursary applications based on academy policy (e.g. those linked to hardship, destinations and achievement). Final confirmation prior to payment to be obtained from HOY
- To liaise with Regional Finance to Administer Post 16 Bursary payments to relevant students
- To oversee the Post 16 area throughout the day and during break times, supporting students in managing their behaviour and maintaining a well-ordered environment in the Post 16 area
- To ensure students adhere to the signing in and out procedures.
- To monitor unauthorised absences and absences to lessons and support improved standards by communicating with parents and students in conjunction with HOY, logging communications on SIMS.
- To ensure Academy attendance records accurately maintained.
- To monitor students' attendance and punctuality where there are concerns over attainment to encourage productive use of independent study time.
- To act as a point of contact for Post-16 students and parents, liaising with the HOY where necessary regarding any issues.
- To maintain a professional staffed presence in the Post-16 study area and common room.
- To maintain up to date and relevant wall displays in the Post-16 area and update noticeboards accordingly
- Liaise with the Headteacher's PA and IT technicians to provide Post 16 marketing updates via HOY, this will support the HOY in the production of newsletters
- To act as an admin contact for UCAS applications
- To facilitate visits to university open days
- Oversee student applications for NUS cards and travel passes
- To liaise with the HOY regarding any timetabling issues

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Version	1.0

- To monitor external applications; issuing conditional offer notifications and regular marketing emails to drive up recruitment.
- To attend the Academy results days to support any administration issues
- Evening work may be required to support the Academy, e.g. Post 16 open evening, Awards Evening etc. TOIL must be reclaimed during the following week
- To hold a current First Aid certificate and maintain first aid knowledge and act as a first aider.
- To act as the fire warden for Post 16.
- To refer all Pastoral and Curriculum matters to the HOY

Administration Duties

- To cover the Post-16 reception desk, answer phone calls and take and deal with, or signpost, student enquiries.
- To administer the Post-16 recruitment processes and to support the Post 16 HOY to arrange student interviews.
- To record and pass accurate messages to Academy staff and students.
- To maintain and update a Post 16 diary
- To receive any deliveries of internal and external resources
- To place orders for departmental resources
- To keep stocks of, and to liaise with the Reprographics Technician in ordering any promotional materials, or Post-16 facility resources.
- To follow and adhere to academy safeguarding and child protection procedures and report any concerns as required.
- To take and process confidential minutes of relevant Post 16 meetings
- To produce a range of documents and reports using word processing and IT packages to produce accurate and well-presented information on time and to a high standard.
- To assist in the preparation and production of Post 16 publications (e.g. Prospectus, Handbook and induction booklets).
- In conjunction with the HOY maintain and update student data using the Academy student data systems.
- Monitor student exit data to support career adviser in the production of mandatory reports.
- Collect and monitor NEET and destination information to support the career adviser in reporting data for Year 11 and Post-16 students.
- To assist in the completion of the academies Student Census return
- Liaise with HOY to make student curriculum and timetable amendments
- To use computer systems to maintain a range of record systems required by teachers to support curriculum planning and delivery, including support on Exclusions, Awards and the Behaviour and discipline system

- To maintain accurate filing systems
- To be responsible for incoming and outgoing post
- To undertake photocopying as required
- To arrange hospitality for staff and visitors to Post-16
- To undertake appropriate training applicable to the role
- To maintain a timetable for Post-16 room bookings

Other duties & Responsibilities

- To perform such other duties as the Headteacher may from time to time determine commensurate with grade
- To promote equality, diversity and inclusion and demonstrate this within the role
- All staff are expected to be committed to the Academies Equal Opportunities policy
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people that they are either responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the Confidentiality and Health and Safety Policies and to any relevant Internet Code of Practice

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to *think big* for yourselves and for the world around you;

- We want everyone to *do the right thing* in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;

- We want everyone to show strong *team spirit*, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	- Show energy, enthusiasm and passion for what you do - Demand the highest quality in all that you do, and in the work of your team - Willing to champion new ideas and think beyond the status quo - Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better - Be open to new ideas and change where it will have a positive impact on the organisation - Show a willingness to embrace different ideas and ways of thinking to improve E-ACT - Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work - Commitment to self-development, and developing your wider Team - Ability to self-reflect on yourself, your performance, and to think about how this could be improved further

	• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement	Assessed at
E – Essential	**A** – Application Stage
D – Desirable	**I** – Interview Stage
	P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Minimum of 5 GCSEs at Grade C or above including English and Maths	X		X	X	X
	Relevant administrative qualification and/or experience	X		X	X	X
	First Aid qualification or willing to work towards	X		X	X	X
	Knowledge of GDPR requirements	X		X	X	X
	Knowledge of Safeguarding requirements	X		X	X	X
Experience	Experience of using the Microsoft Office	X		X	X	X
	Good word processing skills	X		X	X	X
	Experience of working in Administration		X	X	X	X
	Experience of working in a team	X		X	X	X
	Experience of using ICT/Management Information Systems	X		X	X	X
	Experience of working under pressure and meeting deadlines	X		X	X	X
	Experience of working in an educational establishment	X		X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to maintain confidentiality and sensitivity around information	X		X	X	X

	Good time management skills and ability to meet deadlines	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X
	Ability to develop and extend working practices	X		X	X	X
	Ability to deal with a wide range of people using multiple forms of communication	X		X	X	X
	Ability to self evaluate learning needs and actively seek learning opportunities	X		X	X	X
	Ability to use ICT and other specialist equipment and resources	X		X	X	X
	Excellent communicator	X		X	X	X
	Proactive and positive outlook	X		X	X	X
	Able to work independently, using own initiative as well as within the wider team.	X		X	X	X