

THE DOWNS SCHOOL

JOB DESCRIPTION

Job Title: Sixth Form Administrator	Salary: West Berks Payscale: D
Hours: 20 hours per week	Responsible to: Head of Sixth Form (Assistant Headteacher)

JOB PURPOSE

- To provide comprehensive and confidential Administrative Duties to the Sixth Form
- Supporting the efficient running of the Sixth Form office and Common Room

DESIGNATION OF POST AND POSITION WITHIN SERVICE STRUCTURE

To be responsible to the Head of Sixth Form (Assistant Headteacher)

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- *proper and professional regard for the ethos, policies and practices of the school*
- *understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- *having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to, and concerns are raised in accordance with this policy.*
- *promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
- *recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

MAIN RESPONSIBILITIES

Manage the Sixth Form Admissions procedure for rising Year 12 students joining the Sixth Form from The Downs and other schools:

- Sixth Form Admissions using Applica A+, including co-ordinating the needs and requirements of MIS
- Ensure deadlines for information by teachers and staff for all relevant documents such as the Sixth Form Course Guide are met and information is provided in a timely manner
- Co-ordinate and manage relevant staff to promote the Sixth Form and Sixth Form events
- Responding to queries from parents and students via telephone, email, and Microsoft Teams regarding all aspects of the Admissions process

- Production and timely distribution of all relevant paperwork throughout the Admissions process
- Using Applicaa A+ co-ordinate with staff, applicants, and parents to create a timetable of Admissions meetings
- Consult with HoSF regarding on-going processes
- Liaise with the MIS team and HoSF regarding ongoing developments throughout the process, such as subject change requests, course numbers and other statistical data

To manage the Sixth Form calendar including the organisation of annual events within the Sixth Form calendar to include:

- Year 11 Taster Day
- Rising Year 12 Induction Days
- Results' Days (RY12 and Y13)
- Post-results Admissions Clinics
- Yearly Parents Evenings for Year 12 and Year 13
- Sixth Form Open Evening
- Sixth Form Open Mornings

To be a point of contact for the Sixth Form Office:

- Supporting the Sixth Form team to deal with enquiries from students and staff in person in the Sixth Form Office
- Answering the telephone and managing the Sixth Form email inbox as well as Sixth Form admissions inbox
- Liaising with the Sixth Form Team and all staff to provide timely replies to parents and other external organisations
- Deal with unexpected situations as they arise which can involve speaking over the telephone or meeting with potentially difficult/confrontational people (staff, parents/carers and students) thus ensuring matters are dealt with quickly before they have opportunity to escalate.

Results' Days:

- Days worked in the holidays will be influenced by the dates of A Level and GCSE results

ADDITIONAL DUTIES

- Unifrog: creation of new logins, updating rising Y11 data, general database maintenance and organising training
- Ensure Sixth Form headline content updated on website
- Order all resources for induction information packs and collate for all Sixth Form applicants
- Working with students who need support/advice when HOYs/Student Manager not available
- Produce the Sixth Form yearly planner
- Issue Sixth Form parking permits and update list to relevant departments
- General ordering and resource management

- Design and create school documentation as required by the Sixth Form such as booklets, fliers, and presentations, ensuring consistency of school messaging and branding, liaising with the marketing team to share via appropriate channels
- Contributing to the ongoing development of the Sixth Form, and the delivery of the Sixth Form Improvement Plan
- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by your line manager or head teacher

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget responsibility

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<ul style="list-style-type: none"> • Educated to A level • Articulate • Good literacy skills • Excellent IT skills, including Word, Excel, databases, email and internet • Commitment to continuing professional development 	<ul style="list-style-type: none"> • Previous experience of working effectively in a similar role – either in school or a business environment • Knowledge and understanding of Child Protection and Safeguarding issues
Competence Summary (<i>Knowledge, abilities, skills, experience</i>)	<ul style="list-style-type: none"> • Confidence to communicate effectively with students, staff, parents and external agencies 	<ul style="list-style-type: none"> • Experience of Arbor –or a similar IT database system in business

	<ul style="list-style-type: none"> • Able to work jointly with Pastoral Team colleagues to support vulnerable students • Able to work under pressure and cope with competing deadlines • Ability to use initiative and develop efficiencies to improve Sixth Form processes • Have the ability to prioritise a busy workload • Able to manage own time and tasks effectively • Accurate administration skills and attention to detail 	<ul style="list-style-type: none"> • Experience of dealing with Post 16 applications process for Higher Education
Work-related Personal Requirements	<ul style="list-style-type: none"> • Flexible and enthusiastic approach to tasks • Excellent interpersonal and communication skills • Able to work without direct supervision and use own initiative • Patient and resilient • Reliable and trustworthy • A good listener • Be able to demonstrate good judgement • Well organised, proactive 	
Other Work Requirements	<ul style="list-style-type: none"> • Professionally discreet and able to respect confidentiality • Work well within a team 	<ul style="list-style-type: none"> • Car Driver