



JOB DESCRIPTION

JOB TITLE	Sixth Form Admin Assistant
SCHOOL	Foxford Community School
GRADE	Grade 4 - £25,183 - £28,624 FTE Pro rata £22,973 - £26,112 based on 37 hours per week for 41 weeks per year
HOURS	Full time (37 hours per week) or part time hours considered with a minimum of 25 hours per week Term time only plus 2 weeks during the summer holiday

Job Purpose:

To support the Sixth Form and Data Administrator to ensure the effective and efficient provision of administrative support to run a large Sixth Form. To work in a collaborative environment to support our Sixth Form students and leaders. To provide pastoral support to Sixth Form students.

Duties and Responsibilities

- Ensure the effective and efficient delivery of clerical and administrative support
- Undertake word processing, including typing and sending letters.
- Support the Sixth Form Admin Assistant and the Head of Sixth Form in the daily running of the office, including processing correspondence, coordinating diaries, following up and monitoring action points and general liaison with external bodies.
- Assist with the organisation of student travel arrangements, maintain the Sixth Form database and process claims from students.
- Reviewing stationary stocks, submit orders and monitor orders.
- Be responsible for notice boards in the common room and study area. Ensure the Sixth Form area remains visually stimulating, tidy and informative. Assist with the display of students work as required.
- Provide general support to faculty teams as required, such as welcoming visitors, receiving phone calls, returning phone calls and delivering messages.
- Administrative support and organisation of various events such as parent/open evenings/inductions/charity days and enrolment into Sixth Form.
- Management of the UCAS application systems and associated communications.
- Management or monitoring of the external application process including communications with students and parent/carers
- Assist with census return and ensure that student timetables are up to date
- Arrange trips and organise coaches during next steps week
- Inputting subject choices into Arbor to create timetables
- Recording student absence and absence management policy.
- Maintaining student Arbor information (including but not limited to student timetables, registration assignment, student and parent contact details).
- Monitor the Sixth Form inbox and Arbor communications
- Support students pastorally and signpost necessary internal or external support systems, monitoring the well-being of students and updating staff regarding safeguarding concerns.
- To act as a first aider when required.
- To be available for reception cover, as and when needed.
- Undertake training as may be required to fulfil the duties of the post.



- The postholder may deal with sensitive material and should maintain confidentiality in all school and student related matters.
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Post holder reports to: Sixth Form and Data Administrator

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.

Person Specification

Sixth Form Admin Assistant

We would like to appoint a person who:	Attributes	Measurement	Essential / Desirable
KNOWLEDGE	<ul style="list-style-type: none"> An understanding of equal opportunity issues Health and Safety legislation Awareness of administrative procedures. Including use of Microsoft word, excel etc 	A, I I A, I, R	E E E
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Good organisational skills Effective communication skills in order to deal with colleagues, students, visitors and external agencies (in person or by telephone) to assist in understanding and resolving queries Willingness to participate in internal and external training Ability to work independently and as part of a team 	A, I A, I A, I A,I,R	E E E E
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with young people in one of a range of fields including education, youth work, health and social work Experience of working in a busy office environment 	A, I, R A, I	D E
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English (or equivalent) 	A	E
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Flexibility Self-motivating Approachable Able to take initiative Able to work calmly under pressure 		
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours Attitudes to use of authority and maintaining discipline. 		

A = Application Form, I = Interviews, R = References