



RAINHILL RainhillSixth
HIGH SCHOOL

Job Description

<u>Post:</u>	Sixth Form Admin Assistant
<u>Grade:</u>	NJC SCP 5-6 (£17,561 - £18,204 actual pa)
<u>Contract:</u>	37 hours per week, Term Time only + 3 weeks (last 3 weeks in August)
<u>Responsible to:</u>	Director of Sixth Form

Purpose of the Post

Provision of efficient administrative and clerical running of the Sixth Form Centre, SIMS and production of Data management.

Specific Duties and Responsibilities:

1. 6th form reception and telephone. Dealing with all enquiries at 6th form reception. Receive incoming telephone enquiries.
2. Monitor student attendance in Lesson Monitor, ensuring all absences are recorded accurately and that registers are taken and full attendance history is recorded for all 6th form students.
3. SIMS – maintaining accurate information in SIMS.net, updating student data, personal information, updating timetables, course information, attendance, leavers etc.
4. Course Manager and Census Return. Accurately recording and maintaining the Post-16 Learning Aims and returning the school's autumn census to the Local Authority.
5. Sixth Form Promotion. To join Sixth Form team to promote Rainhill Sixth Form Centre.
To liaise with relevant colleagues in the compilation and ordering of all promotional material, including gathering information and photographic material for the Sixth Form Prospectus and website, arranging and placing advertisements in local newspapers, participate in the design and ordering of promotional banners and displays.
Liaise with Greater Merseyside Connexions in order to promote open evenings, with a focus on targeting external interest throughout St. Helens, Halton and Knowsley.
6. Applications to 6th Form. Deal with all applications to the Sixth Form Centre from both internal and external students. Maintain spreadsheet of student details and subject choices. Arrange guidance interviews, make conditional/unconditional offers and invite applicants to taster sessions and information days.
7. Enrol all Year 12 students onto their chosen AS course at the start of the academic year. Create form groups and balance out class sizes. Produce timetables and compile, produce and distribute all new starter packs/relevant materials for the start of term.
Re-enrolment of Year 13 students onto their A2 course and production of timetables.
Balance student totals where a subject appears in more than one options box to ensure even distribution of students.

8. Electronic Door Fobs. Responsible for the lease of security electronic door fobs. Collecting order forms and payment and registering each fob to the individual student. Ensuring that accurate records are maintained each academic year. De-activating lost/stolen electronic door fobs accordingly.
9. Taste of Sixth Form Days. Promoting Rainhill Sixth Form to internal Year 10 and 11 students. Forwarding timetable/subject options to students for completion, entering student choices onto a spreadsheet and producing individual timetables for the day.
10. Student ID Cards. Liaising with relevant department to produce individual student ID cards. Obtaining and uploading new student photographs and production and distribution of ID cards and collection at end of Year 13..
11. Secretarial duties for Director of Sixth Form Studies, typing correspondence and reports, booking diary appointments, typing student references for employment and UCAS etc.
12. Typing correspondence/reports for 6th form tutors, teachers and students.
13. Exams – printing and distribution of exam timetables for all 6th form students, daily update of examination notice boards, contacting students who fail to show for examinations, distribution of examination results. Logging and posting all examination material/coursework to examination boards.
14. Compilation, production and distribution of all sixth form student reports.
15. Year 13 Prom. Promote and arrange Year 13 Leavers Prom in June. Booking venue, photographer and liaising with venue to arrange room layout. Producing menu and distributing to students and staff, collating all return information and producing spreadsheet of menu requirements and forwarding to venue.
Responsible for collection of all payment from students and staff, completion of banking sheets and forwarding cash/cheques for banking.
16. Trips & Visits – recording all returns in relation to 6th form trips and visits and consent forms.
17. Mail – distributing all 6th form incoming mail. Logging and franking all outgoing mail/parcels.
18. Deliveries – signing for all school deliveries and forwarding to relevant department via school caretaker.
19. Ordering and maintaining stationery/stock.
20. Photocopying, faxing, maintaining accurate 6th form records and filing systems.

General Duties

- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- To provide advice and guidance to staff and others to undertake administration procedures.

Additional Duties

- To be willing to be trained as, and to be one of the school's First Aid Officers
- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Chief Operating Officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Generic responsibilities:

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To be aware of GDPR regulations and responsibilities
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students;
e.g. 1 professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: _____

Date: _____

Signed: _____

Date: _____