



WADDESDON

CHURCH OF ENGLAND SCHOOL

SIXTH FORM ADMINISTRATOR AND STUDY CENTRE SUPERVISOR

JOB DESCRIPTION

| | |
|---------------------------|---|
| Reporting to: | Head of Sixth Form |
| Responsible for: | Sixth Form administration and Study Centre supervision |
| Role Objectives: | <ul style="list-style-type: none"> • To provide high quality administrative support the Sixth Form Team (Support Officer, Heads of Year and Head of Sixth Form), with all associated correspondence and filing. • To respond to day-to-day general queries from students and parents. • To act as first line of contact to all visitors/callers to school and link between them and staff. • To supervise students working in the Study Centre, ensuring the area is silent and productive. |
| Prescribed Duties: | <ul style="list-style-type: none"> • To manage accurately SIMS registers of attendance ensuring that all absences are accounted for through necessary paperwork/tracking/phone calls home (both daily attendance at school and study periods). • To take the period 3 Year 13 study period register. • To set up system for Year 13 Home Study and ensure registers are accurate for this. • To produce absence, punctuality, destinations, behaviour, curriculum and statistical reports as required. • To generate Sixth Form Reports (November, February, May/July). • To generate letters and set up meetings with parents/carers for SSO/HOYs/Ho6. • To book in and confirm external speakers for Extension Studies and assembly, co-ordinating logistics. • To manage the administration side of the UCAS/post 18 application process and student references (current and former students), including proof reading references. • To manage the administration side of Year 12 admissions and recruitment, including the collation of electronic application forms, co-ordination of consultations, and organisation of new student data. • To support the Finance Office with 16-19 Bursary administration, including letters, tracking and evidence queries. • To be an initial point-of-contact for Sixth Form parents and students, providing information as necessary. • To support the Head of Sixth Form in quality assuring Sixth Form promotional publications, including the Sixth Form Prospectus and the school website. • To support the Head of Sixth Form with the organisation and logistics of Sixth Form public events. • To oversee the supervision of the Study Centre to ensure it is a silent, productive environment, supported by the Student Support Officer and Heads of Year. • To support the Exams Team with data for the Post 16 Census. • To set up careers appointments for students as needed. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • To support the Work Experience Co-ordinator with related administration as required. <p>Additional Duties and Requirements</p> <ul style="list-style-type: none"> • To attend pastoral meetings relating to these groups of students and take notes as required and to be responsible for the maintenance of accurate records relating to the above. • To assist with the provision of an efficient and effective clerical support service to the School – in accordance with the School’s objectives, policies and procedures. • When necessary, to be responsible for ensuring that all visitors/guests to the School receive the appropriate level of hospitality and that all security measures are adhered to. • To respond to callers/emails, whether by telephone or in person, and ensure that, where necessary, messages are taken and referred accordingly. • To develop and maintain an awareness of the business of the School and its curriculum, and to ensure that all duties are carried out with due reference to Safeguarding and confidentiality procedures. • To embrace the School’s ethos through its vision statement, which is rooted and grounded in traditional Christian values which foster dignity and respect for all and compassion and sensitivity towards others. |
| | <p>General Responsibilities</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care of own and other people's health and safety. <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p> |