

CHILDREN AND LIFELONG LEARNING – HR SERVICES

| School | | | | |
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| Job No. | Post Title | Grade | JE Pts | Date |
| J1564 | Administrative Officer – Post 16 Support | Grade 5 | 387 NJC | April 2008 |

Statement of Purpose

To organise and deliver effective administrative support for post 16 students within the school.

Support for Administration

- Maintain the EMA records, administer the weekly payments and bonus payments.
- To use UCAS APPLY for all online university applications, accepting fees from students and passing on to the Finance Assistant for processing.
- To assist with UCAS presentation programme, organising visiting speakers where necessary.
- Maintain the SIMS database with regard to attendance, pupil data sheets, admissions and leavers.
- Liaise with parents to obtain information as necessary.
- Record Post 16 students who go off site.
- Record destinations of ex students.
- To collate examination results for Post 16 students.
- To assist in the preparation of the celebration and certificate evenings, co-ordinating the attendance of prize winning ex pupils.
- Assist the administration of sixth form course options for year 11 students.
- Undertaking any general administration required to assist the faculty.

Support for Organisation

- To assist in the organisation of the sixth form open day, sixth form induction day and sixth form parents' evenings.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

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Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
Administrative Officer – Post 16 Support
Level 3

| Essential Criteria | Measured By |
|--|-------------|
| Experience <ul style="list-style-type: none">• Experience of development, management and operation of administrative systems. | AF/I |
| Qualifications/Training <ul style="list-style-type: none">• NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline. | I |
| Knowledge/Skills <ul style="list-style-type: none">• Effective use of ICT and other specialist equipment.• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.• Ability to plan and develop systems.• Ability to relate well to children and to adults.• Good organising, planning and prioritising skills.• Good interpersonal skills. | AF/I |

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| <p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | <p style="text-align: center;">AF/I</p> |
| <p>AF - Application form</p> | <p>I - Interview</p> |

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***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 and***
- ***Attitudes to use of authority and maintaining discipline.***