



**Location:** The Oakwood Academy

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

**Hours of work:** 37 hours per week, term time only

**Responsible to:** PA to the Headteacher

**Post objective:** To be part of the Sixth form team including administrative support to the academy.

Main Duties and Responsibilities:

- To provide pastoral and administrative support for the Sixth Form Leadership team to facilitate the smooth day to day running of the Sixth Form.
- To provide supervision of the Sixth Form study area.
- To maintain the Study/Sixth Form area including notices and information for Sixth Form students.
- To run daily attendance checks.
- To undertake general administrative duties for the Post 16 team including:
  - Photocopying, word processing and collating as required.
  - Conduct administrative duties including generating and sending out letters, texts and emails to parents and students.
  - Maintaining communication with Redhill Sixth Form.
- Encourage and promote independent study ensuring that students make the most of their independent study periods.
- Assist with the organisation of Post 16 events.
- Take minutes of any meetings and administrative follow up.
- Manage and support the process of submission of UCAS applications.
- Support the administration of University trips and University related activities.
- Maintain information of Sixth Form applications and organise interviews for internal and external students.
- Assist with the marketing of the Sixth Form and Year 6>7 Transition both internally and externally.

- Co-ordinate Sixth Form and Transition arrangements for events such as Parents Evenings, Open Day, Post 16 Day and events.
- Co-ordinate the Transition Leader's diary and support Transition Leader in the organisation of visits to and from Primary schools.
- Co-ordinate the Year 5/6 Transition activities.
- Update and maintain Year 6 spreadsheet information for each student.
- Keep marketing literature up to date.
- Produce SIMS reports and input data when required.
- Work with SLT lead and organise the Academy's Work Experience programme.
- Link with pastoral leaders, employers, and agencies to secure placements, ensuring compliance.
- Meet with students to plan and follow-up on work experience placements.
- Arrange visits to employers/students.

Additional Responsibilities:

- 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.
- Attend, note take and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.