

Job Description

Sixth Form Administrator



Job Category: Support Staff
Reports to: Head of Sixth Form
Line manages: Not applicable

Purpose of the Role

To undertake a range of clerical and administrative duties to ensure that a comprehensive support service is provided to the CIT Sixth Form. Tasks should be undertaken independently and efficiently.

Key Duties and Responsibilities

Attendance and Student Monitoring

- Call parents each morning if a student has not registered and inform Head of Sixth Form/Heads of Year/Tutors.
- Carry out regular lesson attendance checks, identify patterns, and contact parents.
- Record and follow up reported absences; produce weekly attendance reports.
- Mark registers in advance for visits, home study, study leave.
- Liaise with KSHS and SGA regarding student attendance.

Student Records and Data Management

- Prepare and maintain records of Sixth Form students.
- Compile reports and records.
- Input Year 12 registers for enrichment sessions.
- Compile data for destination lists.
- Input subject choices for timetable printing.
- Administer option blocks and amendments during summer and start of term.

Communication and Correspondence

- Draft and send letters to parents regarding Sixth Form issues/events/tracking grades.
- Prepare shared letters with KSHS.
- Answer general enquiries regarding CIT Sixth Form.
- Liaise with partner schools regarding admissions.
- Speak to parents and Year 11 about transition into Year 12.
- First point of contact for applications and option queries/changes.

Event and Meeting Coordination

- Arrange meetings with parents, Learning Mentors, outside agencies.
- Help arrange open evenings, induction visits, parent information evenings, Sixth Form visits.
- Administer Junior and Senior Prizegiving events.
- Invite and organise visits from outside speakers.
- Attend and assist at GCSE and AS/A2 results days.
- Organise interviews for prospective Sixth Form students.
- Administer Sixth Form trips (e.g., Cambridge, Nottingham, Lincoln).

Website and Resource Management

- Help develop and update Sixth Form website.
- Organise resources for Sixth Form.
- Prepare Year 12 Handbook.
- Prepare SJSF advert and liaise with newspapers.

Option Blocks and Curriculum Administration

- Work with Head of Sixth Form and Assistant Headteacher on option block input.
- Administer allocation of students into option blocks following counselling.
- Sort EPQ groups with EPQ lead.

General Administrative Support

- o Word processing, photocopying, filing, mail distribution.
- o Maintain notice boards.
- o Relay messages to teachers and students.
- o Liaise with Learning Mentors and outside agencies.
- o Liaise with Prefects for school tours.
- o Help administer bursary system.

Compliance and Professional Duties

- o Engage with CIT performance management process.
- o Attend staff meetings and CIT-based INSET.
- o Adhere to Health and Safety policies.
- o Maintain confidentiality and comply with GDPR.
- o Demonstrate CIT core values.

General

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.