



HITCHIN BOYS' SCHOOL
An Academy Trust

SIXTH FORM ADMINISTRATOR (Mornings)

Reporting to: Head of Sixth Form

Key purpose

To provide excellent administrative support for the day-to-day operation of the Sixth Form, including supporting the Head of KS5 and Head of Sixth Form, Tutors, Teachers and SLT in raising KS5 standards of teaching and learning.

Key responsibilities (this is not an exhaustive list):

To manage, plan and co-ordinate the administration of the Sixth Form.

To support the Head of KS5 and Head of Sixth Form in communication with students, parents and external agencies as required via telephone, email and in person as and when required.

To provide a welcoming reception and be the first point of contact with students, parents and external agencies.

To provide pastoral support, advice and guidance to students in collaboration with Heads of Year.

To track and evaluate attendance and punctuality data, liaising with tutors, parents to improve these through the attendance monitoring process and to identify patterns to inform appropriate action.

To monitor, intervene, praise and sanction student conduct within the Sixth Form areas.

To support the preparation for new student admissions, and ensure a fully co-ordinated process is operated, communicating with all stakeholders effectively.

To be available to assist in the administration of both GCSE and A Level results Days.

To provide administrative support with UCAS applications in line with deadlines.

To support the administration of the Sixth Form enrichment programme, work experience, independent private study, external speakers, trips etc.

To maintain the resources and noticeboards in the Sixth Form areas.

Head Teacher: Mr F Moane

To assist the Data Manager in completing the post 16 Census

To manage the organisation and setting up of Sixth Form Parents' Evenings.

To administer the Year 11 Information, Advice and Guidance interviews and induction process, including supporting relevant Open Evenings.

To support administration of the 16-19 Bursary process as directed by the School Business Manager.

To develop presentations and organise Sixth form celebrations and events (a small student team may need to be managed).

To assist with general clerical/reception duties as necessary to ensure the efficient operation of the administrative support systems.

To carry out any other reasonable duties as may from time to time be requested by the Head of KS5 and /or School Business Manager.