

JOB DESCRIPTION

Support Staff: Sixth Form Administrator/Receptionist

Purpose of the post: to cover reception, provide administrative support and facilitate in the effective running of the school's sixth form and to improve students' attendance and punctuality

Hours per week: 35hrs per week, 8am-4pm. Term-time only.

ROLES AND RESPONSIBILITIES

To operate a Reception Service that promotes a professional image of the school at all times.

Duties to include:

1. Following school procedures at all times especially when dealing with the public and when handling urgent emergency situations.
2. To provide the school with a first point of contact for all visitors and ensure they sign in and out in accordance with the school's Safeguarding Policy and Health and Safety requirements, including emergency evacuation and site 'lock-down'.
3. Signing in and out of all students leaving the premises during the school day in line with school procedures and Inentry (electronic visitor system).
4. Processing of telephone calls and ensuring the appropriate action is taken – this includes writing all messages accurately in a log book and ensuring that the person concerned receives the message via e-mail or, if urgent, that they are contacted by phone or a member of the Leadership Team is informed.
5. Operating standard office equipment e.g. the school's electronic communication system (texting/e-mail etc), photocopier, the school tannoy system, electronic visitor system, club software etc.
6. Ensuring that face to face enquiries from visitors, parents, staff and students are dealt with appropriately.
7. To be responsible for providing administrative support – typing, word-processing, mail merge, inputting and manipulation of data in Microsoft Word, Excel and SIMS, photocopying, filing and taking messages – for the sixth form team and other staff when necessary.
8. Ensuring that the sixth form reception area is clean, tidy and well presented for visitors, including ensuring that information displays are kept up to date.
9. To open and distribute post, including ensuring resources between sixth form and the main site are distributed appropriately.
10. To improve attendance of students in school (years 12-13) and develop systems that allow students to maintain high attendance.
11. To manage attendance and punctuality data of students to school and in lessons through monitoring of tracking systems and to work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
12. Liaise with Form Tutors and Year Managers to ensure that all registers are completed and no missing marks or unexplained absences remain on a weekly basis.
13. Ensure any unexplained absences are accounted for or to send letters requesting explanation.
14. Assist the SIMS Manager in completing Census returns on attendance by chasing outstanding unexplained absences by key dates each year.
15. Manage the interface and referral systems for Education Welfare Service and formal non-attendance procedures.
16. Monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.

17. Responsible for all enquiries relating to attendance – students, parents/carers and staff.
18. To support the Data Manager and Office Manager in maintaining high quality systems for manipulating student level data, including inputting and updating student data on SIMS.
19. To set and maintain attendance spreadsheets, mapping and other systems arising from the work of the school.
20. To assist the Business Manager in the management of school trips and collections of monies for trips or other activities using School Gateway or equivalent software packages.
21. To maintain and keep up to date the student filing system and other school filing systems when necessary.
22. To monitor and maintain general site supplies for the sixth form centre including medical supplies
23. Monitor the use of the laptop trolley and ensure equipment is signed out correctly.
24. To provide administration support for Curriculum Days, Raising Attainment programmes, Open Days/Evenings and other school events.
25. To assist the Sixth Form team with the Year 11 Transition and parents evenings.
26. Provide support on exam results day for GCSE and A-level students on August results' days.
27. To assist with the compilation of the annual student planner and staff handbook.
28. Responsible for promptly logging facilities management related requests on behalf of staff and facilitating the coordination of exam papers.
29. During the examination period, to invigilate if required.
30. To undertake school First Aid for students and staff and act as a Lead First Aid Officer as required, contact parents and report all accidents on the online system.
31. To act as a Fire Warden.
32. To carry out such other administrative tasks and duties as set by the Head of Sixth Form or School Business Manager.
33. To promote safeguarding of children.
34. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
35. To carry out the above duties in accordance with the School's Equal Opportunities' Policy.
36. The postholder may be required to work flexibly on occasions to enable school deadlines to be met. This may include occasional additional hours or changes to starting/finishing times within the framework of the school's working week arrangements and overtime/flexitime policies. It may also occasionally include assisting other members of the school with their work at a level appropriate to the grade.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures, which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION (Skills, experience, knowledge etc required to fulfil the post). The post requires the following qualities:

Education and Experience	
Educated to degree level or equivalent.	Essential
Good maths and English grade at GCSE level	Essential
One year's reception/administrative experience.	Desirable
Knowledge, Skills & Ability	
Good literacy and numeracy skills.	Essential
Able to communicate well with people at all levels by telephone, face to face and in writing.	Essential
Good organisational skills, operate diary systems, able to plan and manage own time effectively and work on own initiative as well as part of a team.	Essential
To be able to operate a switchboard.	Essential
Good working knowledge of Microsoft Office including Word and Excel as well as Google Suite	Essential
Reliable, punctual, approachable and enthusiastic.	Essential
First Aid at Work/prepared to undertake First Aid at Work training.	Essential
Act as Fire Warden	Essential
Worked in a school.	Desirable
Experience using SIMS and willing to undertake further SIMS training.	Desirable
Able to develop and maintain effective and efficient administration systems.	Essential
Able to maintain confidentiality, possess integrity and honesty.	Essential
Able to work with accuracy under pressure and multi-task, to be able to respond flexibly to changing demands in a calm manner.	Essential
Willing to continue learning, develop the role and be self motivated.	Essential
Suitable for work with children and have the ability to form and maintain appropriate relationships and personal boundaries with them and young people.	Essential
The person will require an enhanced DBS disclosure check.	Essential