



The Cotswold School Academy Trust – Job Description

Job Title:	Sixth Form Administrator
Responsible to:	Governors, Headteacher, Head of Sixth Form

Overall Responsibility

- To work with the Sixth Form Leadership Team to efficiently and effectively run the Sixth Form office
- To contribute to the safeguarding and promotion of the welfare and care of children and young people, in keeping with Gloucestershire County Council and Cotswold School policy & procedures

Job Outline

- To manage Sixth Form reception, acting as the first point of contact for Sixth Form parents and visitors
- To undertake daily administration of attendance registers, following-up students' daily absence with home if not reported, and communicating with tutors as necessary
- To undertake clerical duties, including: responding to enquiries; passing information to staff and students; formatting, proof-reading and sending letters and other documents; providing administration for student coursework submissions; maintaining and filing records for current and past Sixth Formers; providing admin support for the Sixth Form Leadership team: e.g. filing; photocopying; Sixth Form trips organisation; booking speakers; tutor team meeting minutes
- To provide administrative support and attend Sixth Form Events, including: Parents' Evenings, Welcome Evenings, H.E. Evenings, Open Evenings, Exam Results Days and Enrolment Days
- To manage Sixth Form systems: Computer Use, BYOD, Driving/parking agreements; Students signing in & out; Registers during fire alarms; Planned Absence requests; Sixth Form room bookings
- To collate notices to include in draft weekly bulletin to send to Head of Sixth Form each Friday; to send weekly bulletin to students and parents each Monday
- To be in charge of information screens and display boards in the Sixth Form Centre
- To monitor and update the Sixth Form section of the school website, in collaboration with the Marketing Manager
- To produce destinations data reports
- To work with the Marketing Manager to develop alumni links and communications
- To prepare tea & coffee for Sixth Form meetings involving staff, parents & visitors
- To act as a qualified First Aider
- To run 'compulsory catch-up' sessions in the Sixth Form Study Room 3.30-4.30pm (2 days/week)
- To deputise for the Sixth Form Student Well-Being Co-ordinator when occasionally required

Other Specific Duties

- To set a good example in terms of personal presentation, attendance, punctuality and professionalism
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

Continuing Professional Development

- In conjunction with your line manager, take responsibility for your own personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School
- Undertake any necessary training / professional development as identified in the School Development Plan and implement this in your work to positive effect
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving your own practice

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.