



- Location:** The Oakwood Academy, Warren Hill, Nottingham, NG5 9PJ
- Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points (32-36)
- Hours of Work:** 37 hours per week term time plus 2 weeks to support evening events e.g tutor reviews, parent's evenings, open evenings etc
- Responsible to:** Head of Post 16

Post objectives: 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 to Sixth Form students.
- To run daily attendance checks for Sixth Form students.
- To undertake general administrative duties for the Post 16 team including, photocopying, word processing and collating as required.
- Conduct Administrative duties including generating and seeing out letter, texts and emails to parents and students
- Maintain 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 11-12 transition both internally and externally.
- Co-ordinate Sixth Form and Transition arrangements for events such as Parents Evenings, Open Day, Post 16 Day events.
- Keep marketing literature up to date.
- Produce SIMS reports and input data when required.
- Work with Head of Post 16 to organise the Academy's Post 16 work experience programme.

- Link with pastoral leaders, employers and agencies to secure placements, ensuing compliance
- Meet with students to plan and follow-up on work experience placements.
- Arrange visits to employers/students
- Support safeguarding of Post 16 students.

General Description of the post

- 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 my contribution as required.