

Sixth Form Administrator

Job profile

Term Time 37 hpw / 39 weeks pa (0.8667)

(Band 2a, pro rata from NJC Scales 6 to 9 – actual salary £23,779 to £24,871)

Core purpose

To support the administrative systems within the sixth form by working directly with students and collaboratively with school staff and students' families and external professionals.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher, Assistant Headteacher, and Head of Sixth Form may reasonably direct from time to time.

Accountabilities:

The post holder will:

- Report to the Head of Sixth Form
- Work closely with other staff

Specific responsibilities:

Administration:

1. Dealing with enquires from students, parents, staff, third parties and the public by telephone, email and in person.
2. To prepare and send communications to students, families and other stakeholders as directed/ required. This includes managing the consents from parents.
3. To support the production of staff and student documents, including timetables, reports and letters.
4. To support the academic progress of students by overseeing students placed on support plans and communicating with parents accordingly.
5. To assist with parents' evening bookings and associated administration and communications.
6. To support the administration of Sixth Form attendance, punctuality and behaviour-updating appropriate records.
7. To organise the administration of Sixth Form trips and events, including setting up payments and consents on ParentPay, coordinating logistics and student participation.
8. To maintain registers for the Independent Study Sessions, ensuring student attendance and engagement. Ensuring the independent study space is a calm and purposeful learning environment.
9. To oversee the process for students borrowing laptops, ensuring proper documentation and timely returns.

10. To support in the recruitment of students into Sixth Form, assisting with the Enrolment Day planning, attending the Enrolment Day at the end of August and supporting students and families with their transition to Sixth Form.
11. To support in the maintenance of the Sixth Form safeguarding records, recording/ updating conversations and incidents on the CPOM system.
12. Provide clerical/administrative help when directed (e.g. reprographic requests, scanning, filing etc).

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities as required.
6. Accompany teaching staff and students on visits, trips and out of school activities as required.

Person Specification

Experience

- Experience of working in a busy dynamic environment.
- Experience of working with young people in a school or extra-curricular context is desirable.
- Experience of student management systems and payment systems is desirable.

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy).
- Proficient in Microsoft Office (Outlook, Word, Excel, Teams) and other relevant software.

Skills and Attributes

- Have excellent communication skills, both written and spoken.
- Have excellent organisation and administration skills.
- Ability to manage own time effectively, multitask and prioritise tasks in a busy environment.
- Ability to handle sensitive information with confidentiality and discretion.
- Patient, flexible and adaptable.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Good ICT skills.
- Logical and methodical approach when tackling complex tasks.
- Ability to pay attention to detail.
- Be committed to equality of opportunity, community cohesions and student social mobility.