

**LAWRENCE SHERIFF SCHOOL**

**Home of the Coventry and Central Warwickshire Teaching School Hub**

**RUGBY**

**JOB DESCRIPTION**

**SIXTH FORM CENTRE ASSISTANT**

**Line Manage**r: Assistant Headteacher / Head of Sixth Form

**Salary:** Scale G - H (Points 11 - 17): £21,168.81 – £25,434.41 per year, (£24,496 – £29,439 FTE)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached

**Hours of work:** 8.00am – 4.00pm Monday to Friday, 37 hours per week term time plus training days.

 An additional 2 weeks per annum to be negotiated but to include the A level and the 3 days around GCSE results’ days in August.

**Post Objectives**

This postholder is based in the Sixth Form Centre, a very busy and vibrant environment which sixth form students and staff rely on throughout the day. The postholder will work very closely with the Head of Sixth Form and the Sixth Form Centre Manager to ensure that all sixth form matters are dealt with efficiently and effectively in a professional manner.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school’s Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

1. Responsibilities

**Main Duties**

The range of duties associated with the role are likely to vary on a day to day basis. However the job is likely to need you to:

* Be responsible for the smooth day-to-day running of the Sixth Form Centre.
* Have close interaction with the students to ensure a working atmosphere and enhance the culture of independent learning and pastoral care in the sixth form centre.
* Actively supervise the Sixth Form Centre, maintaining a friendly and purposeful environment.
* Play a role in pastoral care, liaising with the school’s pastoral team and ensure any safeguarding issues are raised with a DSL.
* Be the first point of contact for all usage of the centre.
* Monitor sixth form attendance and punctuality, collecting students’ absence letters and file as appropriate.
* Prepare relevant letters for the Head of Sixth Form, deal with phone calls as the first point of contact and complete verification reference requests for sixth form students as directed by the Head of Sixth Form.
* Be the main administrator in the UCAS application process, working closely with the Head of Sixth Form.
* Be responsible for the production of the Sixth Form Prospectus and application form.
* Collect Electronic Common Transfer Folders (CTF) for new Year 12 students and forward CTFs as appropriate.
* Input new students’ data to SIMS and Year 13 leavers’ destinations.
* Be responsible for the production of the Sixth Form Welcome booklet and all relevant paperwork.
* Ensure that students requesting work experience placements complete all the necessary paperwork.
* Keep the university prospectuses and career-based books up to date.
* Provide Prospects returns during the school year as requested.
1. Complete all tasks to the highest possible standard.
2. Be punctual and discreet.
3. Work on own initiative.
4. Report any issues or incidents to your appropriate supervisor.
5. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and it’s grading and as directed by the Head teacher.
6. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school.

The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment. **PERSON SPECIFICATION – SIXTH FORM CENTRE ASSISTANT**

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|  | **Essential** | **Desirable** |
| **Qualification** | A good general education, including English and Mathematics | Educated to A level standard or equivalent |
|  |  | Other secretarial/office qualifications |
|  |  |  |
| **Experience** | Proficiency in word processing, databases and spreadsheets | Knowledge of SIMS packages |
|  | Experience of working in a busy environment to tight deadlines | Experience of working in a school environment |
|  |  | Evidence of ability to create and maintain office systems. |
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| **Skills and aptitudes** | Ability to maintain confidentiality |  |
|  | Excellent organisational abilities |   |
|  | Ability to use initiative and prioritise effectively |  |
|  | Ability to communicate sensitively and tactfully with a range of people | Understanding of the issues facing schools |
|  | Ability to work calmly under pressure |  |
|  | Ability to work effectively as part of a team |  |
|  | A willingness to undertake appropriate training |  |
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| **Personal qualities** | Accurate |  |
|  | Organised |  |
|  | Flexible |  |
|  | Confident |  |
|  | Discreet  |  |
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