

JOB DESCRIPTION

Sixth Form Study Supervisor and Administrative Assistant – Wixams Academy

35 hours per week – 8:15am-4pm 5 days a week – Term Time Only + 1 week

Salary: £29,541 FTE, £22,605 pro rata

Start date: As soon as possible

Overall Purpose:

Wixams Academy Sixth Form opened its doors to students in September 2022. As the academy expands to double, its size over the next 18 months and Sixth Form moves into its own building, we have need to expand the Sixth Form management team.

Wixams Academy is looking to appoint an organised Sixth Form Study Supervisor and Administrative Assistant to manage the KS5 Silent Study Space and provide a comprehensive, efficient and professional administrative service to the Sixth Form team, including supporting the Sixth Form admissions and enrolment process. You will work closely with the Assistant Headteacher – Head of Sixth Form, Deputy Head of Sixth Form and the Sixth Form pastoral team.

Wixams Sixth Form is rated “Good” by Ofsted and has a very positive profile within Bedford Borough. You will work closely with and be an integral part of this driven, focused and hard-working team as we progress towards our goal of reaching Outstanding status.

To be successful in this role you will need to be organised, have acute attention to detail and have the ability to multitask. The ideal candidate will have a good level of education and proven experience of working in a busy administrative/office management role, preferably having experience of working in a Sixth Form.

Wixams Sixth Form is on a journey to becoming a nationally renowned post 16 provider working at an Ofsted outstanding standard. We pride ourselves in offering students a diverse range of experience, a broad curriculum and personalised support to enable them to leave us with outstanding academic qualifications and as fully rounded, successful citizens.

Please read the **Sixth Form Study Supervisor and Administrative Assistant** information document for more information about the role, Job Description and Person Specification.

Sixth Form Study Supervisor and Administrative Assistant

Title of post:	Sixth Form Administrator
Scale	S3.1
Reporting to:	Assistant Headteacher – Head of Sixth Form
Hours	<p>35 hours per week</p> <p>8.30am – 4pm. Term time plus 5 INSET days plus 5 days to be worked in August – 40 weeks total. In August, the post holder will need to be in school on A level and GCSE results days, and after GCSE results day in order to be able to support the enrolment of new Year 12 students.</p> <p>Half hour unpaid lunch break (to be taken during a student lunch break).</p>
Purpose	<ul style="list-style-type: none"> To provide a comprehensive, efficient and professional administrative service to the Sixth Form team, to manage the silent study centre, with particular focus on the Sixth Form admissions, attendance and destinations.
Accountability	<ul style="list-style-type: none"> Making a positive contribution to supporting the school in achieving its stated goals.
Liaison	Pupils, teachers, parents/carers
Disclosure Level	Enhanced DBS Check

Administration	<ul style="list-style-type: none"> ● To act as a point of contact for enquiries, helping students in the first instance and directing students on to an appropriate member of staff as required. ● To provide support to the AP – Head of Sixth and Deputy Head of Sixth on Year 12 Induction Days, Year 11 into 12 Options sessions, Sixth Form Information/Open Evenings, and examination results days. ● To act as the main point of coordination for the 16-19 Bursary, ensuring the scheme is publicised and that students who may be eligible (either because they are previous claimants or have been in receipt of free school meals) are particularly aware of the scheme. ● To interact with Finance to administer payments to students in receipt of the 16 – 19 Bursary. ● To provide such support as may be required to the Assistant Headteacher – Head of Sixth Form and Deputy Head of Sixth Form with respect to Sixth Form reports / progress checks. ● To manage and oversee the silent study room (study centre) including taking of registers, reporting on and chasing of attendance. Collation and management of learning materials and liaising with subject staff.
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	<ul style="list-style-type: none"> ● To support with supervision of the Sixth Form study room, covering colleague breaks or absence as necessary and ensuring students are correctly registered for study periods.
Sixth Form Admissions & Destinations	<ul style="list-style-type: none"> ● To act as the main point of coordination for Sixth Form admissions, including acting as a first point of contact for all Sixth Form enquiries, particularly from external candidates. ● To provide support to new Sixth Form students, ensuring cashless and e-registration accounts are created, ID badges produced ● To support with administration of the UCAS application process. ● To collect, coordinate and prepare the annual Student Destination Report.
Sixth Form Attendance	<ul style="list-style-type: none"> ● To monitor and report on Sixth Form attendance and lates to school, including ensuring the first day calling message is sent out ● To monitor registers on SIMS and check teachers have completed them at the start of every period. ● To work closely with Assistant Headteacher – Head of Sixth Form and Deputy Head of Sixth Form on attendance issues and liaise directly with students and parents when necessary. ● To support the Sixth Form team in managing sanctions issued for lates and attendance e.g. scheduling and registering (but not supervising) detentions. ● To escalate any concerns about attendance to a member of the 6th Form team and/or the school safeguarding team. ● To issue letters home, as may be required, about students who are falling below and acceptable level of attendance.

<p>Broader Responsibilities</p>	<ul style="list-style-type: none"> • To work collaboratively as a member of the School Office Team. • To support the school's distinctive mission and ethos. • To lead by example and from the front. • To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met. • To promote actively the school's corporate identity and policies. • To continue to be a lifelong learner and encourage others to be the same. • To participate actively in the School's Appraisal process. • To comply with the School's Dress Code, Health and Safety Policy and to undertake Risk Assessments, as appropriate.
<p>Other Duties:</p>	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its mission and ethos <ul style="list-style-type: none"> • To be courteous to colleagues and be welcoming to visitors • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • To undertake any professional duties, reasonably delegated by the Headteacher 	
<p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>	