

## **JOB DESCRIPTION**

### **SIXTH FORM STUDY SUPPORT ADMINISTRATOR**

**SALARY:** Band 2 SCP 11 – Actual salary - £9,464.53  
**WORKING WEEKS:** 40 weeks per annum  
**HOURS:** 21 hours (Monday, Tuesday, Wednesday) 8.30 am – 4.00 pm (30 mins lunch break)  
**RESPONSIBLE TO:** Head of Sixth Form

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#### **MAIN PURPOSE OF JOB:**

- To provide support to sixth form students, the Deputy and Head of Sixth Form.

#### **DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are to be carried out throughout the year as necessary.

- Liaise with, and provide administrative support to the Sixth Form Team, regarding Bursary payments, students' concerns, attendance issues and any day-to-day matters.
- To assist with administration of work experience.
- To liaise with parents, responding to queries concerning attendance and any other administrative matters.
- Assist other support staff in maintaining punctuality of all students to lessons.
- Ensure that information regarding student absence is logged in the attendance diary and entered on SIMS. Complete absence forms as necessary.
- Ensure that relevant staff are aware of attendance and pastoral issues.
- Check that those students who do not have a lesson Period 1 have signed in at Elmwood and instigate truancy calls for those students for whom no information has been received.
- Speak directly to students regarding attendance concerns and, if necessary, make telephone calls home.
- Supervise study areas in Elmwood.
- Ensure that students use study time effectively and are punctual to lessons.
- Monitor Sixth Form signing in/out book.
- Distribute information from departments to Sixth Form students.
- Assist with Sixth Form evenings held during the school day and off site with prior arrangement.
- Maintain year 13 registers for absent staff.
- Monitor the impero system and computer usage.
- Ensure students adhere to the school dress policy and pass information to the Sixth Form Team regarding those students who do not comply.



**St Ralph  
Sherwin**

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- Keep student files up to date.
- Ensure that any events dealt with by Elmwood staff are entered on SIMS.
- Support the teaching and learning in the school in ways designated by the Headteacher or her/his substitute.
- Attend in service training events as directed.
- Work as part of a team putting the academy's mission statement into practice.
- Must be prepared to undertake first aid training and to carry out first aid duties if required.
- Undertake bus duty as required.
- Supervise the sixth form at break times in Elmwood.
- To attend some Sixth form events out of core hours.
- Any other duties as directed by the Headteacher/Deputy Headteacher.

**Conditions of Service are as described in the relevant national agreements and in the Catholic Education Service Contract, which you must sign.**

**I have read this job description and I will undertake the duties outlined, in line with Saint Benedict Catholic Voluntary Academy's policies and procedures.**

**Signed ..... Date .....**