

JOB DESCRIPTION

Sixth Form Support and Administrator



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Location:	King Edward VI Camp Hill School for Boys, Vicarage Road, King's Heath, Birmingham, B14 7QJ
Accountable to:	Head of Sixth Form
Direct reports:	None
Hours of work:	36.5 hours per week (full-time, 8.30am-4.00pm, Monday to Friday), term-time only plus five days in the holidays
Salary:	SCP 6, pro-rata according to hours of work

Purpose of the role

The King Edward VI Academy Trust Birmingham ("the Academy Trust") was established in 2017 and is made up of the ten academies - six selective academies and four non-selective academies. Our overarching mission is "to make Birmingham the best place to be educated in the UK".

The purpose of this role is to support the Head of Sixth Form and Heads of Years 12/13 at King Edward VI Camp Hill School for Boys with administrative support, and support with the day-to-day operation of the Sixth Form and Sixth Form Block.

Principle responsibilities and duties

Recruitment and admissions

- Manage all aspects of the school's recruitment portal Applicaa.
- Assisting with the arrangement for Year 11 Careers Discussions
- Corresponding with external applicants, organising offer holder meetings and processing references from their current schools.
- Administering Sixth Form events, i.e., Year 12 Information Evening, A-level Options Evening, Induction Days, UCAS Information Evening.
- Compiling and updating a variety of documents necessary for enrolment and induction.
- Processing applications at enrolment, entering students onto the system, assisting with the production of timetables and liaising with students about start of term arrangements.
- Contact schools for files of students from other schools.
- Organising Induction Day in the summer term, distributing class lists for these, monitoring attendance and following up on absence.

Student monitoring and support

- To monitor attendance, make contact with parents of any unexplained absence and liaise with teachers regarding student absence where necessary.
- Work with the Head of Year 12 and Head of Year 13 to monitor students on late or attendance reports.
- Provide a Sixth Form reception service for students.
- Supervising Sixth Form Independent Study periods and supporting students working in the Sixth Form Block, to maintain a quiet and focused working environment.
- Managing the loan of laptops for Independent Study periods.
- Be on duty at break and lunch in the communal areas in the Sixth Form block, liaising with staff from Camp Hill Girls' School and the canteen.
- Liaise and assist the Head of Careers with Year 12 Work Experience.
- To review CCTV footage on request of the Head of Sixth Form and Head of Years 12/13.

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- To liaise with students regarding university interviews, keep a record of interviews, and arrange facilities where requested.

General

- To provide a welcoming reception and be the first point of contact with students, parents and external agencies.
- Provide administrative support to the Head of Sixth Form, Heads of Year 12 and 13, and tutors.
- To maintain a presence around the Sixth Form to ensure that the highest standards of behaviour and site usage are upheld, and to intervene appropriately when standards are not being met.
- Assisting the Head of Years, Head of Sixth Form and Safeguarding Team on matters relating to the pastoral care and wellbeing of students.
- Work with the pastoral and safeguarding teams to ensure that all students are safe.
- Maintaining and updating the Sixth Form website pages.
- Monitoring the Sixth Form generic email account, including responding to queries, managing applications to Sixth Form and maintaining an appropriate FAQ sheet.
- Co-ordinate the distribution and allocation of student ties and student lockers.
- Maintaining shared resources (such as Higher Education resources) in the Sixth Form Centre and maintain the upkeep of Sixth Form display boards.
- Placing orders for equipment and stationery.
- To attend First Aid training and administer First Aid on a regular basis
- To carry out fire warden duties and receive training.
- To ensure adherence to GDPR compliant processes and procedures.
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.
- Any other duties as reasonably required by the Headteacher or Head of Sixth Form.

General responsibilities and duties

- To develop a clear understanding of the Academy Trust's vision, mission, and strategic aims and to actively support these.
- To remain up to date with the Academy Trust's policies, procedures and code of conduct and always uphold these.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

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Person Specification	
Essential	Desirable
Knowledge and experience	
Experience in communicating with school students and their families	Experience of working with SIMS
Ability to communicate with and manage individual and groups of students	Experience with admissions processes within schools
Experience in administration	
Qualifications	
	Degree or professional qualification
Competencies	
Building capacity Influencing and persuading Working under pressure Acting and leading with integrity Delivering at pace Delivering quality Team focussed Coaching management style Listening with empathy Proactivity Flexibility Reliable and adaptable	