

## Bristol Cathedral Choir School

### Sixth Form Support

#### Job description

<b>Job title</b>	Sixth Form Support
<b>Location</b>	Bristol Cathedral Choir School, BS1 5TS
<b>Salary</b>	N6 to N13 (£25,989 to £29,064 <i>gross annual equivalent</i> ) Actual Term Time (plus 2 weeks) Salary Scale: <b>£22,530 to £25,196</b>
<b>Role Summary</b>	Providing administrative and operational support to ensure the smooth day-to-day running of the Sixth Form.
<b>Working pattern</b>	Full-time, 5 days per week. 8am to 4pm each day with an unpaid 30 minute lunch break.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Role model the behaviours associated with <b>positivity, team playing, rule following</b> and <b>attention to detail</b>;</li> <li>• Manage the day-to-day operation of the Sixth Form reception area, providing a professional and welcoming service;</li> <li>• Provide administrative support to the Sixth Form team;</li> <li>• Respond to routine enquiries from students, parents and staff, escalating issues where appropriate;</li> <li>• Assist the Sixth Form Attendance Officer as required, helping to send communications to students and families to increase student attendance and participation;</li> <li>• Support communication with parents and carers regarding attendance, events, deadlines and student progress;</li> <li>• Attend Sixth Form parents evenings (2 per year), helping the data team manage bookings and logistical aspects of the evening;</li> <li>• Attend A-Level results day and planning day (as part of contracted 'plus days'), providing organisational and operational support for teachers and students, as directed by the Sixth Form team;</li> <li>• Support the Sixth Form team with summer application process for Y12 entries (in collaboration with the school's Admissions Officer);</li> <li>• Support the Sixth Form team in the Y12 transition process;</li> </ul>

	<ul style="list-style-type: none"> <li>● Support Sixth Form SEND students, liaising with the SEND team and helping with appropriate administration tasks and student check-ins;</li> <li>● Assist with the administration of access arrangements and other support processes for students with additional needs;</li> <li>● Undertake any other duties as directed by the Sixth Form Team;</li> <li>● Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>● Be aware of student safeguarding issues and refer information to the appropriate person when necessary;</li> <li>● Uphold and promote the ethos of the school at all times; and</li> <li>● Be fully aware of GDPR requirements, and adhere to them at all times.</li> </ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<p><b>Reporting to</b></p>	<p><b>Associate Assistant Head – Head of Sixth Form</b></p>
<p><b>Safeguarding</b></p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

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#### Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### **Essential for this role:**

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Excellent organisational and time-management skills with the ability to prioritise a busy and varied workload.
- High level of accuracy, attention to detail and discretion when handling confidential information.

#### **You are likely to have:**

- Experience of working in an administrative role within a school or other busy office environment.

#### **You may have:**

- Experience of implementing or improving administrative processes to increase efficiency.

#### **Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

#### **Essential for this role:**

- A good standard of education to A-Level or equivalent in at least 2 subjects;



- A working knowledge of the Microsoft Office Suite.

**You are likely to have:**

- Knowledge of school-specific platforms (such as Arbor, ClassCharts, CPOMS);
- Knowledge of GDPR rules and regulations;
- Familiarity with school communication systems and administrative processes.

**You may have:**

- Further professional qualifications eg MA, PhD, NPQ.

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- Experience of working in a busy administrative or customer-facing environment;
- Experience of managing competing priorities in a fast-paced setting;
- Experience of working effectively as part of a team

**You are likely to have:**

- Experience of working in a related role, preferably in an education environment.

**You may have:**

- Experience of working in a complex organisation.

**Other Requirements:**

**You are likely to have:**

- A willingness to commit to supporting all faith activities in a faith designation school.

**You may have:**

- A track record of fostering an open, fair and equitable culture.

*Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*