

JOB DESCRIPTION

POST: SIXTH FORM SCHOLAR SUPPORT / ADMIN



Purpose

The post holder will be responsible for the administration of the Sixth form Scholars and be part of the scholar support team. Some tasks will include: administering the Sixth form Bursary; overseeing the UCAS operations; supporting Sixth form scholars pastorally; monitoring attendance and behavior; undertake administrative tasks by direction of the Senior Leadership Team.

Responsible to the Director of Sixth form.

Main Duties and Responsibilities

- To administer the sixth form scholar bursary
- Support Senior Advisors in monitoring attendance, punctuality and administration
- To be responsible for the Sixth form recruitment process
- Organising year 11 interviews
- Organising induction and transition evenings
- Co-ordinating with external applications
- Screening potential applicants and telephone calls
- Producing communication for parents/carers
- Liaising with organisations for references
- Recording incidents, monitoring behaviour and rewards
- All Sixth form administration including: external visits, results days, all induction paperwork
- Collating the reports process
- Producing weekly Sixth form information
- Take a lead role in Sixth form relationships
- Provide support in the UCAS process
- Support and co-ordinate Year 12 work experience
- To support and monitor business lunch
- Be the first port-of-call for Sixth form scholar queries
- To monitor Sixth form behaviour
- Contribute to the ethos of Sixth form and Dixons McMillan Academy
- Manage manual and electronic records for Sixth form, including attendance
- Assist the admin team with general administration tasks

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.