

Job Description

Post Title:	Sixth Form Senior Administrator
Grade:	£24,135 - £26,136 per annum (full time equivalent) £21,892.86 - £23,703.43 per annum (part time actual) Term time only plus 2 weeks
Working Pattern	Monday - Thursday: 08:10 - 16:10 Friday: 08:10 - 15:10
Responsible to:	Senior Leadership Team Member

Job Purpose

- To provide effective administrative and other support for the sixth form
- To be the first point of contact for 6th Form students and prospective students about 6th form administrative matters

Duties and Responsibilities

To undertake the following with minimal supervision:

- Input and upkeep manual and electronically held information on students.
- Carry out general administrative duties - e.g. word processing, filing, photocopying, collation of reports and curriculum materials, arrangement of appointments, post, stock taking, ordering, invoicing and financial record-keeping and preparation of statistics.
- To monitor and supervise the sixth form study room, ensuring that it is a quiet and well maintained space for independent learning.
- To support the administrative aspects of the university application and work experience processes
- Take notes/minutes at sixth form team meetings and circulate agendas.
- Assist with the production sixth form publications (marketing materials, prospectus, course information sheets, website information pages etc.).
- Ensure a stimulating learning environment through collecting, organising, mounting and displaying students' work, publications, posters etc. in the sixth form study room.
- Provide administrative support with the sixth form applications process e.g. logging of applications, collection of references, assist with organising the interview schedule.

- Assist with improving student attendance by assisting with tracking and monitoring of attendance and punctuality, communication with parents/carers, compiling attendance data/reports etc.
- To actively support and reinforce the Academy's behaviour policy, by modelling professional conduct and behaviours etc.
- Liaise with partner organisations and assist with the running of sixth form events.
- Administration duties relating to the bursary scheme for sixth form students e.g. processing bursary applications and maintaining the register of students in receipt of financial support.
- Undertake occasional duties outside of normal working hours, by prior arrangement e.g. facilitating the administrative aspects of parents' evenings, open evenings and taster day etc.
- Carry out such other duties within the competence of the post holder which may be required, reasonably, from time to time as directed by the Senior Leadership Team.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.
- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Participate in staff training and development.
- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Support Role appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, two satisfactory references and medical clearance.

Due to the nature of the role the post holder is required to:

- Work up to 5 working days in August each year including but not limited to Public Examination Results' days.
- Work occasional evenings and Saturdays for the purposes of supporting 6th form promotional and Further/Higher Education information events and or parents' evenings for which time off in lieu will be provided.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Sixth Form Senior Administrator

	Essential	Desirable
Qualifications		
5 GCSE A-C (or equivalent) including English Language and Mathematics	□	
Level 1 (or experiential equivalent) IT User qualification	□	
NVQ Level 2 and or 3 (or equivalent) in administration		□
NVQ Level 2 and or (or equivalent) in information technology		□
Experience		
Between 2 and 5 years of experience in a broadly comparable administrative role	□	
Between 2 and 5 years of experience of using proprietary computer based office software products in a broadly comparable administrative role	□	
Experience of using, setting up, maintaining and developing administrative systems		
Experience of using a computer database	□	
Experience of using the Education database system SIMS		□
Experience of creating standard and bespoke reports from a proprietary computer based database product	□	
Experience of creating standard and bespoke reports from the Education database system SIMS		□
Experience of creating professionally presented reports using proprietary computer based Word Processing and or Presentation and or Desk Top Publishing and or Spreadsheet software products	□	
Experience of maintaining accurate records (both computer and paper)	□	
Experience of working with members of the general public		□
Experience of working within a school		□
Skills		
Well-developed keyboard skills (e.g. touch typing)	□	
Competent user of at least one proprietary computer based office software email product	□	

Competent user of Microsoft Outlook		□
Competent user of at least one proprietary computer based office software internet browser and search engine	□	
Competent user of Internet Explorer and/or Chrome and Google		□
Proven track record of attention to detail and accuracy	□	
Competent user of at least one proprietary computer based office Word Processing email product	□	
Competent user of Microsoft Word		□
Competent user of at least one proprietary computer based Spreadsheet product including competency in the use of mail merge	□	
Competent user of Microsoft Excel including mail merge		□
Competent user of at least one proprietary computer based office software Desktop Publishing product	□	
Competent user of Microsoft Publisher		□
Advanced administrative skills	□	
Well-developed personal organisational and time management skills including the ability to prioritise own workload	□	
Able to work with minimal supervision and to use initiative	□	
Well-developed written and verbal communication skills	□	
Able to communicate effectively and tactfully with a wide range of people	□	
Ability to develop good relations with staff and pupils and the wider school community	□	
Ability to work under pressure to deadlines while maintaining a positive, professional attitude	□	
Ability to work hard under pressure while maintaining a positive, professional attitude	□	
Ability to organise and prioritise workload and work on own initiative	□	
Equal Opportunities		
Understanding of different social backgrounds of students		□
Understand the needs of bilingual students		□
Flexibility		
Able to work occasional evenings and Saturdays	□	