

## **6<sup>TH</sup> FORM ADMINISTRATOR**

### **JOB DESCRIPTION**

#### **General**

Data input and all correspondence for yr12 applications process. Inputting data and managing spreadsheet.

Entry of personal information of all students on to SIMS system.

Gather relevant student files from previous schools (external applicants only).

All admin for 6<sup>th</sup> form events – Open evening, taster days, consultation days, results days.

Admin of course selection on results days for yr12 applications and yr12-13 course choices.

Manage and distribute 6<sup>th</sup> form bursary and update criteria annually.

Oversee and manage students in 6<sup>th</sup> form common room area during non-contact times.

1<sup>st</sup> point of contact for all email and phone enquiries to the 6<sup>th</sup> form.

To show flexibility and willingness to offer support to the wider school as and when required and requested.

Overseeing students on community projects like Sports leaders.

Administration of intervention classes and Saturday detentions.

Help 6<sup>th</sup> form team with selection of senior students and assist students with their role.

Lead organisation of Alumni event help annually in January.

Liaise with Head of RE for admin for critical thinking tasks.

#### **Assist HOY13 & Head of 6<sup>th</sup> Form all admin of Higher Ed process – inc:**

UCAS process.

Guest speaker / professional partnership programme – building the network of contacts.

Post AS programme (mock interviews org / personal statements support / uni visits etc)

Compile proof read and distribute 6<sup>th</sup> form newsletter.

Admin of booking / finance collecting / consent letters for University Trips.

Source placements for summer placements, internship contacts, professional bodies and University masterclasses / taster days.

#### **Admin of the Enrichment Programme**

Sourcing the activities that are hosted and forging a relationship between the host and the 6<sup>th</sup> form.

Organising the Enrichment Fair in September and compiling the Enrichment booklet to advertise the various activities.

Allotting students to the activities based on preference and availability and repeating this process twice within the academic year in the first two terms of year 12.

Deal with any issues that occur during the Enrichment Programme.

Ascertain parental consent for the programme and processing the associated administrative tasks associated.

Managing the budget (sub budget of 6<sup>th</sup> form allocation) for the programme and screening the invoices that are sent in from enrichment providers.

Making sure students attend relevant Enrichment activities, phoning and e-mailing to confirm attendance (Wed pm visits and Thurs am follow up phone calls & emails).

Publicising enrichment programme with displays, website, open evening room

### **Assisting with the organisation of trips & PSHE day events**

Ensuring risk assessments are completed for trips.

Compiling parental letters, distributing them to the forms and supervising the collection of parental reply slips and monies from the students via the parent pay website.

Ensuring registers are provided on the trips along with information packs for staff

Accompany students on trips relating to career aspirations

### **Supervised Study**

Registering accurately students for timetabled SS lessons.

Ensuring the correct students are present and if they are not but are present in school liaising with staff concerning their whereabouts.

Ensuring an appropriate working atmosphere is maintained in SS and forwarding any issues to the HOY.

Dealing with the queries from the students where possible, in regards to personal statements, UCAS and any other general enquiries.

### **Administrative Duties**

Drafting letters on behalf of departments for the information of parents.

Collating spreadsheets for year 12 applicants on option block choices.

General ad hoc duties, relaying information to students with the upkeep of the notice board.

Amending SIMS when students' information is altered such as addresses telephone numbers etc.

### **Website & Newsletter**

Responsibility for weekly updates for all 6<sup>th</sup> Form pages.

Collating articles and pictures for publicity and advertising.

Ensuring all website content is accurate and up to date.

### **Employability & Work Experience**

Undertake all administration of employability / destinations data for year 13 students.

Correspondence of all employability bookings and events (emails to providers / letters to parents)

Attend employability events and borough work experience network meetings.

Communicate with employers.

Undertake all administration tasks that are needed to undertake Year 12 work experience.

Assist with the efficient running of all aspects of the 6<sup>th</sup> Form as reasonably requested by the Head of 6<sup>th</sup> Form.

Particular events of importance to prioritise at various points of the year annually:

**September – induction of yr12 and enrichment set up**

**Nov / Dec – Open Evening**

**Jan / Feb – Applications and consultation days**

**June – Post A level Higher Ed programme**

**August – Results days and admission / re-admission process**

## General Statements

- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.*

