

Blue Coat Church of England School & Music College

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Sixth Form Administrator

Responsible to: The Head of Sixth Form and Office Manager

Job purpose: To provide effective, efficient and comprehensive administrative support to the Head of Sixth Form, maintaining confidentiality at all times.

Description of duties and responsibilities

1. To be the first point of contact for enquiries from students, parents, staff and visitors relating to Post-16.
2. Ensure timely preparation for meetings by maintaining the diary and being aware of forthcoming events in the school calendar. Prompt the commencement of preparatory work in respect of these and by providing support with any tasks that the post holder could reasonably undertake – this includes the preparation of agenda and the taking and distribution of minutes.
3. Process and proof-read work for the Head of Sixth Form, by appropriate use of computerised and other office equipment. Work will include confidential letters and memoranda, references, praise cards, reports, job descriptions and particulars, correspondence with students, parents, colleges, universities, returns to Local Authority and other external agencies. This is to include original writing, as required.
4. Instigate the preparation and proof reading of major Sixth Form documents. This is to include original writing, as required and liaising with department leaders to collate relevant information e.g. for the Sixth Form Prospectus and Website.
5. Support the Head of Sixth Form, in pastoral issues specific to the students enrolled in the Sixth Form, including contact with parents, ensuring that correspondence is processed promptly and confidentially, and that student files are kept up-to-date and maintained securely.
6. Liaise with other Sixth Form centres to ensure student profiles and records are accurate and updated in a timely manner. Liaise with other Heads of Sixth Form regarding Progress Checks, records, references and reports.
7. Liaise with other administrators in the school to ensure the timely and accurate completion of the annual school census.
8. Support school staff in Sixth Form related matters, as required from time-to-time, including word processing, assisting with reports and assessment, clerical work associated with examinations, photocopying and collating papers etc.

9. Devise local databases and other internal systems, as appropriate, for Post-16 information, maintaining and adapting them to meet new requirements. The post-holder is expected to employ advanced and extensive skills in the use of Excel or alternative software.
10. Keep up to date records on student study programmes.
11. Be the 'super user' of UCAS, processing and proof reading all university applications, UCAS and employment references and providing support to students with access to software.
12. Provide administrative support to, and take an active part in, the process of Yr11 interviewing, induction of prospective students and the transition process from Yr12 to Yr13 e.g. make appointments, complete forms, prepare statistical data, distribute information, be the contact for external students, devise and maintain the database, keep all records etc. Track the destinations of leavers.
13. Provide accurate and up to date information on all consortium students. Monitor attendance – reporting to relevant centres as required and ensure accurate information with which to recharge other institutions.
14. Liaise with other institutions about course availability at Blue Coat and at other schools and colleges. Arrange transport (school minibus and taxi companies) for Sixth Form students between schools.
15. Lead on administration and attend major Sixth Form events (e.g. Open Evening, Parents' Evenings, etc.)
16. To be the first point of contact for enquiries from students, parents, staff and visitors, answering queries according to the guidelines established by the Head of Sixth Form.
17. Welcome visitors to the Sixth Form and provide hospitality as appropriate. Receive callers to the Sixth Form Management Team in their absence, both in person and by telephone, using initiative and tact to deal with issues where appropriate or requested.
18. Understand and assist with the administration and application of the 16 to 19 Bursary Scheme.
19. Check and collate student timetables updating as required.
22. Initiate requisitions for items of stationery, ensuring that any stock is kept securely and used appropriately.
23. Undertake training as may be required to fulfil the duties of the post, as well as to develop and enhance the role.
24. Undertake other Administrative duties as reasonably requested.
25. Under the direction of the Head of Sixth form and Office Manager, carry out duties of the post with due regard to relevant School policies and other functions which are within the scope of the job description and grading.

Person Specification

Knowledge and Understanding

Office practices and procedures
The need for confidentiality
Microsoft Office, including but not limited to Word processing, spreadsheets and Database packages
Equal opportunities
Good customer service

Skills and Abilities

Produce documentation to a high specification
Excellent inter-personal skills
Prioritise work load
Work with minimum supervision
Respect confidentiality and the sensitive nature of working within a School environment
Meticulous attention to detail
Communicate effectively with a range of people in the school
Flexible and well organised approach to work
Able to work with frequent interruptions
Operate general office equipment
Work calmly under pressure and to tight deadlines
Work using own initiative and as part of a team
Use computerised school based systems (e.g. SIMS)
Proactive approach to training and development
Positive contribution to systems improvement
Excellent inter-personal skills

Experience

Minimum of 4 years in a busy administrative environment

Education Achievements

RSA or CLAIT qualification in word processing (or equivalent)
Recognised qualification, or evidence of ability to use spreadsheets and databases
Good standard of general education, including English and Mathematics

Attributes and Personal Qualities

Approachable
Self-Motivating
Flexible
Confidentiality
Able to take initiatives
Able to work calmly under pressure