



JOB DESCRIPTION

Sixth Form Administration Officer

NJC Scale: 4

Term-time only + 10 days

Responsible to: Director of Sixth Form and Office Manager

OVERALL RESPONSIBILITY

To support the effective and efficient running of the Sixth Form through the provision of support to the Director of Sixth Form and Sixth form tutors. Undertaking a range of tasks and operations that allow the smooth day to day functioning of the Sixth Form office.

Duties

1. Deal with queries from staff, parents, students and members of the public, referring them where necessary. To receive visitors and where appropriate ensure that the visitors' book is signed and badges handed out and collected back.
2. To be the first point of contact for sixth form students for any administration enquiries.
3. Provide clerical support to the Director of Sixth Form ensuring confidentiality at all times.
4. Support the Attendance Manager in monitoring and recording of daily attendance of students in accordance with the school's guidelines by calling home for absent students, signing in late students, collecting reasons for absence and lateness, and informing tutors.
5. Run regular attendance reports to monitor attendance and punctuality to inform the Sixth Form team.
6. Create displays on Sixth Form issues as requested (University Open Days, Career Opportunities, Upcoming events and important notices, Attendance and Progress monitoring information).

7. To ensure that the SIMS data base is kept up to date.
8. Maintain filing and other information systems and to undertake filing as required, ensuring confidentiality is maintained.
9. Support the Director of Sixth Form in the administration of the UCAS process.
10. To support the monitoring of sixth form lunch time leaders and the administration of payroll and payments.
11. Maintain links with other secondary schools, colleges, South London Sixth (SL6) and HE providers.
12. Administer basic first aid to students as required.

Admissions, Enrolment and Induction

13. Receive and log applications for admission to the Sixth Form and organise interviews for prospective students including collating references from SIMS data and the Head of Year for internal applicants, and liaising with other schools for external applicants.
14. Undertake the necessary administrative tasks required to enrol sixth form students.
15. Prepare and issue Identity cards, dealing with lost cards and reporting any issues to do with the operation of the access control systems to the Director of Administration and Finance or the Premises Manager as appropriate.
16. Administer the procedures for the authorisation of free school meals including the processing of application forms, renewals and the maintenance of the database.
17. Provide support as required to the administration of any bursary or payment schemes for sixth form students.
18. Maintain students electronic and paper records where required and request files from other school as needed.
19. Support the preparation and organisation of key sixth form events for enrolment and induction, e.g. futures week etc.

General

20. To unequivocally support and promote the values and ethos of The Elmgreen School.
21. To participate in key school events such as Open Sessions, Induction evenings etc.
22. To work with staff across the Great North Wood Education Trust to assist with, train and share good practice around any duties that pertain to the role.

23. To attend courses to update knowledge as required and participate in the schools' performance management scheme.
24. To provide support to the school office at busy times or during staff absence.
25. Take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
26. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
27. To work in accordance with the Schools Health and Safety Policies and Procedures.
28. To carry out such other tasks as may be required for the needs of the school.

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 School in relation to the post holder's professional responsibilities and duties.

Compiled by: AMI	Created:08.02.2012
Approved by: DBE	Revision Number: 2
	Revision Date: 04.04.2019



PERSON SPECIFICATION **Administrative Officer (Sixth Form Office)**

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications and Knowledge

Essential

- 5 GCSEs at Grade C or above Including Mathematics and English
- A Level/NVQ

Desirable

- Educated to degree level
- Recognised qualification in administration

Skills and Experience

Essential

- Excellent communication skills both orally and in writing
- Excellent keyboard skills
- Excellent IT skills to include a comprehensive understanding of the use of spreadsheets (Excel) and of Microsoft Word including mail merge to a high standard. The use of email and the internet
- Ability to learn new software packages and programs
- Excellent inter-personal skills including the ability to handle situations with tact and sensitivity involving staff, families and students.
- Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines
- Attention to detail
- Ability to assimilate information readily and speedily

Desirable

- Good understanding of the SIMS information management system
- Experience of an education environment

3 General

- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
- Model behaviour, attitudes and dress that set the best possible example to students
- Work as part of a team
- Demonstrate personal integrity
- Work unequivocally to support the aims and ethos of the school
- Flexibility in the approach to work and the demands of the post and to adaptable to the changing circumstances of the school
- Willingness to undertake professional development