

SOUTHFIELDS ACADEMY

JOB DESCRIPTION

Job Title: Sixth Form Administrative Support Assistant

Reporting to: Head of Sixth Form Student Services

Grade: Scale 1

Hours: 35 per week TTO (40 weeks per year)

Main Purpose of the Post:

To provide admin support for the AHT - Post 16, Head of Student Services and the Head of Year Teams

Duties:

- Administration of the 6th form recruitment process, including communication with applicants, creating and updating recruitment records and supporting the organisation of recruitment events.
- Support with 6th Form enrolment process, some of which takes place at the end of the summer holidays.
- Create and keep up-to-date student records, including the administration of timetables on the MIS system.
- Support the Data Manager (whole college) with 6th Form Pupil count for SLASC
- Keep accurate records of students taken off roll.
- Prepare student data required for Wandsworth destinations reporting
- Assist with the preparation and running of 6th Form events and meetings, such as parents' evenings and the prom.
- Prepare communications with parents, students and other involved parties as required.
- Organise venues and resources.
- Deal with telephone enquiries.
- Provide admin support to pastoral and academic meetings
- Arrange student and parents appointments
- Gather and collate data to inform interventions such as Attendance and Achievement panels
- Support the administration of the bursary fund process – attendance data and DFE returns
- Provide other general and ad hoc administrative support for the sixth form

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Assistant Headteacher – Post 16/Principal/Headteacher commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION:

Qualifications:

1. GCSE or equivalent in Maths and English.
2. A Level qualifications.

Skills:

1. Excellent communication and interpersonal skills, including:
 - a sensitive, polite and patient manner
 - the display of a professional and competent approach
 - an ability to digest information quickly and communicate it effectively to others
 - ability to write reports
 - a good telephone manner
 - must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Good clerical skills.
4. Ability to use a variety of software packages, e.g. Access, PowerPoint, Excel, ePortal, CMIS and Word.
5. Ability to set up database is desirable.
6. Ability to analyse statistical data.
7. Willingness to be flexible, including working evenings as required.
8. A commitment to safeguarding and promoting the welfare of children.

Knowledge:

1. Knowledge of and ability to implement the College's Equal Opportunities Policy.

Experience:

1. Relevant experience, preferably in an Education institution.
2. Experience of using computer databases.