



BISHOP VESEY'S GRAMMAR SCHOOL

Job Description

Job Title: Post 16 Administrative Officer

Grade: APT&C Scale 4 (Spinal Point 7-11) pro-rata

Hours: 30 hours per week during term time + 2 weeks

1.0 JOB PURPOSE

To provide a complete Post-16 admin support service in conjunction with the Assistant Head Teacher in charge of Sixth Form. To provide admin support for specific tasks to Deputy Headteachers, the Schools Data/MIS/Cover Manager and Main School Office as required.

2.0 DUTIES AND RESPONSIBILITIES

SIXTH FORM

- Dealing with all enquiries requesting prospectuses, tracking application forms.
- Acknowledging all Sixth Form applications by letter.
- Creation and management of the Sixth Form admissions database including subject choices throughout the year.
- Organise Sixth Form Open Evenings. Collation of materials for Sixth Form Open evening, Induction Day, Welcom evening and HE evening.
- Management of the administration for offer emails and phone calls. Management of acceptances including updating the files for all essential information on every successful candidate (including statement of results and birth certificates).
- Liaising with former schools of New Veseyan's re SEN and medical matters.
- Input all relevant information onto SIMS.
- Administration associated with bursary payments for Sixth Form students.
- Support for the Sixth Form Team in the administration of Students UCAS applications, including liaising with students and setting up interviews where required.
- Produce references in liaison with Assistant Headteacher in charge of Sixth Form for former students
- Management of school contract / media forms for every Sixth Former
- Assist the Finance & Operations Director with Sixth Form queries for the School Census submission
- Organise files in preparation of OFSTED
- Organise Sixth Form parents evenings to include setting up online appointments, liaising with staff, sending codes to parents & dealing with enquiries.
- Organise the A' level / GCSE presentation assemblies as directed by the Assistant Headteacher in charge of Sixth Form

- Assist the Assistant Headteacher in charge of Sixth Form in correcting reports via SIMS
- Constant development and use of SIMS with regard to supporting Sixth Form attainment.
- General administrative tasks to support the student body – such as compiling evidence of attending BVGS Sixth Form letters.
- Support with the writing and analysis of Microsoft Form questionnaires for student feedback.
- Administration of uniform concern/interview letters at the request of the Sixth Form team.
- Creating a database of students and printing out ID badges. Issue of lanyards.
- Biometric recording for new Sixth Form students.
- Co-ordination of book return for U6 leavers.
- Book Sixth Form events as directed by Assistant Headteacher in charge of Sixth Form
- Organise Sixth Form careers interviews as directed by Assistant Headteacher in charge of Sixth Form
- Administration of Sixth Form student locker keys.
- Administrative support for the mock interviews.
- Administrative support for Outreach.
- Administration of university visits, compilation of calendar, recording open days.
- Compilation of destination data of U6 leavers for the prospectus.
- Administrative support for all members of the KS5 management team.
- Order Officer ties.

ADMIN SUPPORT TO DEPUTY HEADTEACHERS

- Co-ordination and timely publication of Sixth Form School Planners on an annual basis in conjunction with the Deputy Headteacher (curriculum).
- Assist the Deputy Headteacher (curriculum) to organise Main School Presentation Evening
- Assist the Deputy Headteacher (curriculum) in booking school photographs (Y7, Y10, L6, music, sports, U6 leavers, whole school photo.

WHOLE SCHOOL ADMIN SUPPORT

- Support the work of the Main School Office in organising Speech Day.
- Support for the Data/MIS/Cover Manager as directed and agreed by the Executive Leadership Team at specific times throughout the year.
- Compilation and analysis of Review Day questionnaires for all year groups.
- Co-ordination and data analysis of questionnaires from Parents Evenings for all year groups and final analysis at the end of the academic year.
- Order school badges through Adband.
- Support for the whole school administrative function as required and agreed with Assistant Headteacher i/c Sixth Form.

GENERIC DUTIES

- Promote the safeguarding and welfare of people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety policy and procedures.
- To ensure all tasks are carried out in compliance with Data Protection Policies & Procedures.
- To ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Use of Social Media and the Staff Code of Conduct.
- To undertake appropriate professional development including adhering to the principle of performance development.
- Develop professional and productive relationships with all colleagues and stakeholders.
- To adhere to the ethos of the school.
 - To promote the agreed vision and aims of the school.
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and school events.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER: Assistant Headteacher i/c Sixth Form.

3.2 LEVEL OF SUPERVISION: Left to work within established guidelines subject to overview by Line Manager.

4.0 SPECIAL CONDITIONS

Sixth Form admissions cycle extends throughout the academic year and includes the post holder working 10 days in August.

5.0 PROBATIONARY PERIOD

The post is subject to completion of a satisfactory probationary period of 26 weeks for new staff to the school.

Signed by employee Dated

Signed by line manager Dated