

Highgate Wood School is a mixed, community, comprehensive school, situated in the Crouch End playing field area of the London Borough of Haringey.

Post Title:	Sixth Form Administrator
Grade:	Haringey Support Staff Salary Scale 5 (SP 12-15) (36 hours a week x 40 weeks/Term Time)
Responsible To:	Director of Sixth Form and the Headteacher
Main Duties:	Administration of Post 16 Student Services

Main Responsibilities

Sixth Form Administration

- To administer all aspects of the Sixth Form Centre which will include:
 - To provide administrative support to the Director of Sixth Form, Heads of Year and a team of tutors.
 - To oversee the application process and enrolment of students into the Sixth Form
 - To be responsible for Sixth Form student records and ensuring they are maintained and up to date
 - To be responsible for Sixth Form student attendance records and ensuring they are maintained and accurate
 - To closely track overall attendance records and follow intervention procedures
 - To produce reports using SIMs and any other student database as required
 - To manage the use of attendance and attainment data in support of the Director of Sixth Form.
 - To attend and support Sixth Form Open Evenings and Marketing Events (after school hours made up from your contractual retainer week hours)
 - To support the organisation of Taster Days
 - To support the organisation of results day for GCSE and A Level
 - Attend results days (made up from your contractual retainer week hours)
 - To supporting the organisation and distribution of exam certificates in liaison with the Director of Sixth Form and Exams Officer
 - To ensure the accuracy of student data via SIMS for the biannual Census.
 - Provide administrative support for the organisation of trips and events and other enrichment activities for the Sixth Form as required by the Director of Sixth Form and Heads of Year
 - Liaise with parents/carers of Sixth Form students under the direction of the Director of Sixth Form and Heads of Year to support issues in relation to attendance and general welfare.
 - Provide administrative support for the UCAS process.
 - To oversee the administration of the bursary assessments, paperwork and distribution under the guidance of the Director of Sixth Form and Finance Department.
 - To deal with telephone, email and personal enquiries in relation to Sixth Form students efficiently and effectively in a way which promotes a positive image of the school.
 - Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) as required
 - Building positive working relationships with all staff and students to enable all to work at best capacity.
 - Performing any other duties commensurate with the grade as and when required by the Director of Sixth Form and Headteacher

Other

- Commitment to attending any training courses required for the role, such as First Aid, Fire Marshall.
- Commitment to attending and undertaking own professional learning development (PLD)
- Cover any operational school needs as required by direction of the Director of Sixth Form

Arrangements for performance management and review:

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.