



Job Description

Job Title	Sixth Form Administrator and Student Support
Grade and Salary Range	Grade 7 – Point 14 – 17. £23,080pa to £24,491 pa pro-rata Actual salary £17,559 - £18,633
Location	The Oxford Academy
Hours	32.5 Hours per week, Monday to Friday, term time plus 5 days (working 39 weeks)
Contract Type	Permanent
Reporting To	Head of Sixth Form
Additional Information	Some after school hours will be required to assist with Open and Parent evenings.

Job Purpose

All Academy post-holders are to ensure the sponsors' vision, Christian ethos and values are embedded in the day-to-day and long-term running of the Academy. Each post-holder must share and deliver the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.

The post-holder will provide administrative support to the Head of Sixth Form and the wider Sixth Form team, as well as providing a receptionist service and point of contact for 6th Form students. The post-holder will be responsible for establishing and maintaining effective administrative systems within the Sixth Form.

In cooperation with the line manager and under the agreed educational plan, the post-holder will support the Academy Improvement Plan. In undertaking this job the post-holder will maintain the skills and competencies described within the job description.

Key Responsibilities

- To provide a supportive and efficient service to the Head of Sixth Form, students, parents/carers & external agencies at all times
- To provide confidential admin support for the Sixth Form team and to be the Communication link between the Head of Sixth Form, external agencies, all staff and parents/carers where required
- To produce letters, mailings, reports in accordance with academy protocol
- To update SIMs database entering information onto student records
- To manage and complete student attendance records

- To circulate reports & data in accordance with requirements to relevant departments, parents/carers & external agencies within required timelines
- To manage and monitor relevant 6th form delegated financial tasks where appropriate including the Student 16-19 Bursary
- To attend and take minutes at all relevant meetings, typing and distributing minutes accordingly
- To monitor and maintain 6th form attendance in line with school policies and procedures.
- To manage the Head of Sixth Forms diary
- To assist with the production of 6th form publications, booklets etc. using word processing/desktop and Google publishing software
- To generally assist with the preparation of and the attendance at 6th form parent evenings & events
- To generally assist in the arranging of 6th form induction days to include administration & activities, liaising with students, staff & parents/carers & outside bodies as required
- To deal with all email & telephone enquiries efficiently, professionally & with empathy, relaying messages as and when necessary
- To generally assist with the administration of educational trips
- To maintain office supplies and place orders in accordance with budgetary constraints
- To maintain records, filing systems and computer files
- To undertake a range of clerical and general office duties including photocopying and other clerical support to assist in the efficient operation of the academy
- To help and assist with ensuring that the Sixth form common room is kept tidy, laptops are charged and stowed away. Load dishwasher when necessary
- To assist with the maintenance of the noticeboards
- To complete, produce and mail letters to parents/carers regarding attendance and any other issues
- To assist with Sixth Form applications, arranging interviews, sending out information packs, keeping record of enquiries and applications
- To assist in maintaining and updating the website in relation to the Sixth Form
- Undertake any other duties that can be accommodated within the grading level and nature of this post



This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

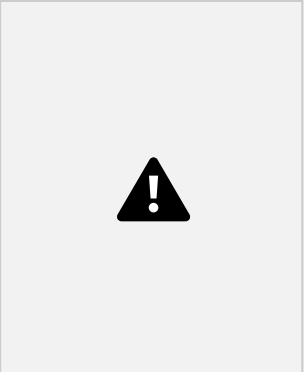
River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date:



Personal Specification - Sixth Form Administrator and Student Support

	Essential	Desirable	Method of assessment
Qualification	GCSE Grade C or above in English and Maths		Application Application
Experience	Administrative Tasks IT/Computer Electronic Diary	Experience of working within a School and the use of SIMS	Application, interview and assessment Application and interview
Skills	Excellent time management High level of IT competency Strong administration skills Excellent written and oral communication skills Ability to coordinate and manage a number of activities Ability to work to deadlines Ability to work under pressure and be self-motivated Attention to detail		Interview Interview Application Application and interview Application, interview Application, interview Application, interview
IT	IT Literate		Application, interview and assessment
Behaviour Skills	Confidentiality and discretion Ability to work and communicate with 16-18 year olds		Application and interview Application and interview



	Ability to gain the respect and confidence of all staff within the Academy		
	Excellent communication skills		Application and interview