

JOB DESCRIPTION
SIXTH FORM SUPERVISION & ADMINISTRATION

POST HOLDER

DEPARTMENT Administration

RESPONSIBLE TO Administration Manager

LINE MANAGEMENT OF N/A

WORKING HOURS 37 hours per week with half an hour unpaid lunch break

WORKING PATTERN Monday to Thursday 08:00 until 16:00
Friday 08:00 until 15:30
Term Time plus 4 days for Exam Results/enrolment days in the summer holidays

SALARY FMAT Scale 3

HOLIDAY ENTITLEMENT A paid entitlement of 25 days annual leave and eight statutory holidays (to be taken during school holiday periods)

JOB PURPOSE

To provide a fully comprehensive administrative and supervisory support service to the Sixth Form.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head teacher than those contained in this document and may be required to have specific job-related knowledge and skills.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

Sixth Form

1. To provide secretarial and administrative support to the Sixth Form under the guidance of the Assistant Principal, Post-16 Education and Assistant Head of Sixth Form, including: -
2. To supervise Sixth Form supervised study, taking registers on Bromcom and to monitor students on private study.
3. To ensure that supervised study protocols and procedures are adhered to, including unauthorised absence from study sessions and highlighting any problem areas to Senior Sixth Form staff.
4. To offer support and guidance to Sixth Form students as required, including ICT support.
5. To ensure that the study area remains available to students over lunchtime and after school until 4pm.
6. Daily gathering and inputting of attendance information. Producing daily attendance reports for the Assistant Principal, Post-16 Education.
7. To assist with the administration of the 16-19 Bursary Scheme.
8. To assist at all Sixth Form events and Parents' Evenings, as appropriate and after liaison with Assistant Principal, Post-16 Education.
9. To assist in the administration of Sixth Form student monitoring.
10. To assist in the production of electronic or paper UCAS and employment references.

11. To assist with regular updating of Sixth Form resources including books, periodicals, career resources, University prospectuses and notice boards.
12. To offer administrative support for Sixth Form social events, e.g. Leavers' Ball, as required by the Assistant Principal, Post-16 Education.
13. To assist with all Sixth Form records, including those of annual leavers.
14. To issue bus passes, union cards etc.
15. To liaise with providers of CEIAG opportunities for Sixth Form enrichment and to monitor any Sixth Form work experience requests from students.

Whole School

1. To provide cover for other school secretarial staff in their absence.
2. To perform any other such duties as the Headteacher may from time to time determine.

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.

I have read and accept this job description:

NAME:

Signed: _____

Dated: _____

**PERSON SPECIFICATION
SIXTH FORM SUPERVISION & ADMINISTRATION**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Intermediate or above qualification Word processing/typing	✓	
Recent experience in an administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Fully proficient in typing and note taking accurately	✓	
Experience in using database applications	✓	
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using Bromcom		✓
Personal qualities and attitudes	Essential	Desirable
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	
Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to follow set procedures	✓	

Ability to work autonomously with minimum supervision, or as part of a team as necessary		
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake First Aid and other relevant training	✓	
A commitment to the ethos, vision and values of the Trust	✓	