



Bristol Cathedral Choir School

Sixth Form Assistant Administrative and Student Support

Pay spine points 17-21 (£18,093 – £20,563 pro rata)
Term Time plus 20 days (0.8846FTE)

Actual Salary £16,005.07 - £18,190.03

Required from September 1st 2017
Fixed term until 31/08/2018 in the first instance

Post	Sixth Form Assistant - Administrative and Student Support
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Required from September 2017 we are looking for a bright and highly organised administrator to play a key role in the running of the Sixth Form. The Sixth Form is growing significantly; the post holder will be crucial in providing organisational and logistical support.

They will support Sixth Form leadership in the drive for improvement and success, assisting in the day to day management of our Post 16 Centre. In addition there will be a requirement to support the wider administration of the school, at key points in the year, as directed.

This is a challenging role, requiring calm efficiency, an eye for detail and good humour, and the ability to build strong and positive relationships with students and staff. The ideal candidate will be confident to take the initiative and contribute ideas to the development of the sixth form offer.

Closing Date Monday 28th July 2017

BRISTOL CATHEDRAL CHOIR SCHOOL

Post:	Sixth Form Assistant - Administrative and Student Support
Responsible to:	Head of Sixth Form

Core Purpose:	<ul style="list-style-type: none">▪ As a Team member, to provide efficient, timely administrative and clerical support to the Head and Deputy Head of Sixth Form.
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Specific Responsibilities:

The tasks required will be many and varied but are likely to include the following:

- To manage the Reception area of the Sixth Form Centre in a professional, friendly and efficient manner.
- To make and receive telephone calls and emails, take messages and make various communications with parents and outside agencies as necessary.
- In addition there will be a requirement to support the wider administration of the school, for example data and admissions, at key points in the year.
- To act as a point of liaison between the students and their parents/carers and the teaching staff.
- To attend Sixth Form meetings and take minutes thereof.
- To undertake any administration tasks as directed by Head of Sixth Form/Deputy Head of Sixth Form. Typically to include: writing, typing up and issuing of letters, emails and documents; preparing reports and policies; ensuring that important information, such as examination timetables are issued to students; collating reports; photocopying.
- To assist in the monitoring of student progress in collaboration with the Head of Sixth Form and Deputy Head of Sixth Form.
- To assist in the management of raising levels of punctuality and attendance.
- To help administer the 16-19 Bursary Fund Scheme.
- To help plan and execute events which promote and celebrate the Sixth Form.
- To attend Sixth Form Open Events and support the Sixth Form at various social functions.
- To be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- To uphold and promote the ethos of the School and of its Sixth Form at all times.
- To act as a first point of contact for students and to signpost them to where support is available

- Support the high standards and expectations on punctuality, attendance, dresscode and behaviour
- Work with vulnerable students as directed by Sixth Form leadership to support them in their studies.
- Liaise with outside agencies and support workers where required

Other such duties as shall be required by the Head of School in accordance with responsibility

Decision making:

The post holder will primarily be operating within agreed limits and parameters. Decision making will occur in liaison with Sixth Form Leadership and will be concerning matters such as day to day operations, although the ability to suggest improvements and implement initiatives is most welcome. Reference should be made to the Head of Sixth Form on substantial matters.

Working Environment:

The Sixth Form Centre is a large and recently renovated historic building. Work is mainly in a Reception environment with frequent use of IT and telephone land lines. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively, ensuring no deadline is missed.

There will also be regular and frequent face to face contact with students, staff and members of the public. The post holder will be required to become familiar with the entire building and make occasional tours of the site, interacting with the students. Other duties will require the post-holder to attend Open Evening events, which may take place in the main school site buildings.

Contacts & Relationships:

The post holder will have contact with staff, students, parents, outside organisations and frequent visitors. The post holder will be required to establish constructive working relationships with all. Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
This document does not form part of your contract of employment with the school.

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Sixth Form Assistant - Administrative and Student Support	Salary Scale: SCP 17 - 21

1. Skills and Abilities

No	Description	Method of Assessment
1.1	Essential Accuracy, attention to detail and ability to maintain both through interruptions and queries	Application form/interview
1.2	Must be able to follow instructions and organize tasks whilst working accurately, under pressure, and often to strict deadlines. Must be able to prioritise own work to meet deadlines.	Application form/interview
1.3	Must be able to communicate effectively, especially face to face and over the telephone.	Application form/interview
1.4	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues and professional contacts.	Application form/interview
1.5	Ability to deal with potential conflict situations in a professional and calm manner, e.g. dealing with members of the public & parents.	Application form/interview
1.6	Organizational and general administrative skills, e.g. recording, filing.	Application form/interview
1.7	Comfortable with use of IT as an integral and essential tool	Application form/interview
1.8	Desirable Potential to expand and develop and take on additional responsibilities.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
2.1 2.2	Essential Should have good general office skills. Sound literacy, numeracy & accuracy.	Application form, interview Application form, interview.

3. Experience

No	Description	Method of Assessment
3.1 3.2 3.3	Essential General office experience aptitude to meet the needs of the post. Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress. Should have experience in use of ICT.	Application form/interview Application form/interview Application form
3.4 3.5 3.6	Desirable Experience of work in a school office. Experience of SIMS. net ICT package. Experience of working with children or young people.	Application form /interview Application form /interview Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1 4.2	Essential Commitment to excellence and desire for continual improvement. A knowledge and interest in the education environment.	Interview Interview

4.3	<p>Desirable</p> <p>Assist with organisation and staffing of trips and visits such as Duke of Edinburgh, UCAS Fair and trips to Universities.</p>	
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