



## Job Description – Sixth Form Administrator

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Grade O

Responsible to: Director of Sixth Form

### 1. JOB PURPOSE

- 1.1. To assist in the provision of a comprehensive support service to the sixth form across both sites by undertaking a range of administrative and clerical support functions from the base of the sixth form centre.
- 1.2. To assist in supervising students within the Norton Hill Sixth Form centre throughout the day, including lunchtimes.

### 2. MAIN DUTIES AND RESPONSIBILITIES

#### 2.1. Data Manipulation

- 2.1.1. Maintain all aspects of sixth form student records on various databases
- 2.1.2. Assist with absence reporting including liaison with students and tutors to track unauthorised absence
- 2.1.3. Produce and manipulate management information reports from various software packages
- 2.1.4. Basic student data management

#### 2.2. Clerical services to Sixth Form team

- 2.2.1. Manage the sixth form calendar and the sixth form teams calendar.
- 2.2.2. Provide a confidential typing/word processing service for sixth form staff, producing well presented and accurate correspondence, reports, minutes, agendas, teaching materials, lesson plans, student progress and/or conduct reports, distributing as necessary
- 2.2.3. Manage the Sixth Form recruitment process to include assisting with publicity, arranging interviews, issuing offer letters and helping with transition arrangements
- 2.2.4. Maintain paper records for all sixth form students, ensuring they are up to date at all times
- 2.2.5. Assist in management of the UCAS process

#### 2.3. Communications

- 2.3.1. To ensure the sixth form website is kept up to date.
- 2.3.2. To update social media
- 2.3.3. To work with the reprographics departments in the schools or external companies to arrange printing/copying of publicity materials.
- 2.3.4. To create adverts and publicity materials for sixth form using desktop publishing software.

#### 2.4. Receptionist/Telephonist Duties

- 2.4.1. Act as the switchboard for the sixth form, dealing with all external callers
- 2.4.2. Receive and forward messages to staff and pupils
- 2.4.3. Problem solving, eg track down pupils
- 2.4.4. Assist visitors to the sixth form

#### 2.5. Other duties

- 2.5.1. Assist with staff and student queries about every aspect of sixth form life
- 2.5.2. Deal with unwell children, providing First Aid where required
- 2.5.3. Attend Sixth Form Open Evening and parents evenings
- 2.5.4. Other duties required by the Leadership Team, commensurate with the post

3. **QUALIFICATIONS AND EXPERIENCE**

- 3.1. Experience of Microsoft Office applications, including Word and Excel is essential.
- 3.2. Good interpersonal skills and the ability to work as an effective team member are required. Assertiveness, discretion and good communication skills will be essential.
- 3.3. Experience of working with young people would be an advantage however a willingness to understand and uphold the school values with high expectations for all is essential.

4. **GENERAL/SPECIAL CONDITIONS**

- 4.1. This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- 4.2. Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

Postholder: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_