



REDBORNE SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Administration Assistant – Sixth Form
HOURS:	20 hours per week Term Time Only plus 5 training days
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Head of Sixth Form
JOB PURPOSE:	To manage the administrative functions within the Sixth Form

MAIN DUTIES AND RESPONSIBILITIES

1. To provide administrative and secretarial support to the Sixth Form team, including typing/word processing, managing data using spreadsheets, producing student letters, taking minutes, photocopying, taking answer phone messages, making and receiving telephone calls and making diary appointments.
2. To deal with general enquiries from visitors, parents, etc.
3. To maintain a central record of students' subject choices and process changes to timetables.
4. To provide administrative support for the university application process.
4. To prepare documentation and coordinate Induction Days, Open Evenings, and Parent Consultation evenings as required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. To undertake any other duties of a similar level and responsibility as may be required.