



Featherstone High School

Job Description

Job Title:	Sixth Form Administrator
Grade:	5
Salary and Hours:	35 hours per week, Term Time Only (plus 5 days training and an additional 5 days be worked during the holidays including GCSE and A-Level Day and Sixth Form Enrolment)
Hours of Work:	8.00 am - 4.00 pm This is subject to change depending on the school's requirements. Breaks are required to be flexible and may change to cover instances of staff absence and ensure sufficient cover in the admin team. Flexibility to work late and early mornings to support the school needs (i.e., Parents Evening and Whole School Events)
Reports to:	Director of Sixth Form / Administration Manager
Line Manager:	Administration Manager

Main Duties & Responsibilities

- To provide a high level of administration support to the Sixth Pastoral Team and the Director of Sixth Form and any other duties and responsibilities of a similar administrative nature as allocated by the Administration Manager
- Respond to enquiries and pass the appropriate information to staff to contribute towards effective learning in the school. Produce clear, concise, accurate information to support the Senior Leadership Team in raising standards of performance in school
- To work alongside key school staff to promote excellent attendance
- To ensure that the attendance of students is accurately monitored and recorded, in accordance with Government guidelines

Administrative Support

- Provide administrative and organisational support to SLT, Head of Years (HOY) and Lead teachers (LT)
- Working with Sixth Form Front Desk, ensuring accurate records are kept of damaged netbooks and parents/carers are kept informed
- To cover the Sixth Form Desk in the afternoons or as required
- To update the Sixth Form digital screens as and when required
- To administrate detention, including punctuality, Restorative Conversation, HOY and SLT Detentions
- To administrate and communicate positive praises
- Supporting the School Administration Manager with the organisation of Sixth Form educational visits and supervising educational visits
- Support with the administration of all Sixth form Events throughout the year including Parents Evenings for Year 12 and Year 13, Celebration Events (Mock Results Day, Results Days, prom) and Sixth form recruitment events (Open Evening, Enrolment, Taster Week)
- Provide general administrative office duties as directed by the Administration Manager
- Reviewing and organising all digital files at the end of each academic year to maintain an orderly online folder system for the Sixth form
- Contributing to updates made to Sixth Form procedures and policies, including the Sixth Form Handbook
- To administer suspensions, ensuring all information is sent to the Local Authority, staff and parents
- Working with the Administration Manager and SPT to collate Permanent Exclusion packs

Attendance and Punctuality

- Respond to daily absences by ensuring parents/carers of all sixth form students with a missing mark are followed up, daily and update student attendance information in the school MIS system accordingly
- Meet the Sixth Form late arriving students each morning and log names
- Follow up on lateness by the sixth form punctuality procedures
- Inform the Pastoral Team of students with persistent lateness
- Make daily AM and PM checks on students at risk of truanting
- Make regular checks on students commuting between sites and flag any unusual absences to the Sixth Form Pastoral Team

- Log all Sixth Form students' authorised Leave of Absence requests on Operoo
- Inform the Pastoral Team of persistent absentees and support in sending out the appropriate correspondence to parents/carers after three days of non-attendance from students
- To meet, minute, and coordinate meetings with Parents, Pastoral Team, and the Social Inclusion Department, of students who are PAs (under 90%) to address issues and to implement appropriate and agreed strategies to improve attendance rates
- To carry out home visits when required
- To be responsible for holding and distributing hard copy registers when required and maintaining accurate registration details
- Create weekly attendance and punctuality reports weekly
- To assist in maintaining links with home, internal, and external support services involved in student welfare
- Produce statistical data relating to attendance patterns of groups within the Sixth Form as required by the Sixth Form Team
- Follow up with staff where attendance registers / records are missing or inaccurate

Exams

- Working with the Exams team to support internal and external exams during exam season

16-19 Bursary

- To take responsibility for the organisation and administration of the 16-19 bursary including keeping records of students' attendance, passing on information about bursary students to the finance office, and keeping students informed of non-payment
- Be part of the Sixth Form Bursary panel to assist with allocating the 16-19 Bursary
- To identify students who would benefit from the 16-19 Bursary
- To ensure that a Free School Meal and 16-19 Bursary entitlement check is undertaken for all students.
- To ensure that the Free School Meal and Pupil Premium uptake remains as high as possible and accurate information is recorded on SIMs

Sixth Form Admissions

- To issue prospectus and admission information to Key Stage 4 internal and external applicants. This will include administering the operation of the Taster Lessons and Induction days
- To be responsible for updating the application forms for the Sixth Form and responding to queries
- To receive and manage enquiries for entry into the Sixth Form
- Evaluating internal and external student applications based on admissions criteria, collating student references
- To make the necessary arrangements for meetings for internal and external applicants
- To support the Sixth Form Team in confirming offers of places along with sending out enrolment packs to all students accepted
- To monitor numbers on courses, balance class sizes and analyse choices of subjects for curriculum planning
- Working closely with the data team to ensure correct CTFs and paperwork required to enrol students have been collected promptly ahead of September each year
- Ensure the SEN Administrator is aware of SEN students and Designated Safeguarding Officer of any CP concerns
- To confirm the statutory checking of passport and visa status information as required
- Supporting the administration of student enrolment on GCSE Results Day and completing data uploads to generate student timetables
- Following up where necessary to ensure students complete the enrolment process and destination information
- Communicating effectively with all applicants, offer holders and those who do not receive offers
- Generating Recruitment and Retention information for the Director of Sixth Form
- To be responsible for the administration of student leavers including updating SIMs, contacting new schools

Sixth Form CEIAG

- Assisting with UCAS and Unifrog administration
- To keep and maintain the post 16 destinations database, ensure information is inputted on SIMs
- To ensure appointments are made for Connexions and students are notified
- Assisting the Head of Career with any Sixth Form work related administration

Other Duties

- To supervise and invigilate exams as when required
- To cover the Student Service reception during mornings, lunchtime and any busy periods
- Assist with key events (including Curriculum Weeks) within the academic year as required
- Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and support office members/colleagues as required in all areas.
- To assist when required on educational visits
- Translation as required

School

- To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
- To attend training and participate in personal/performance and professional development as required.
- To take care of their own and other people's health and safety.
- To be aware of and respect the confidential nature of issues.

Conditions of employment

Employees are required to support and promote the school's ethos, objectives, policies, and procedures as established by the governing body.

Employees must uphold the school's policies on child protection and safeguarding.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All staff members are required to participate in the school's appraisal scheme.

This job description will be reviewed regularly and may be subject to amendment or modification after consultation with the post-holder. It outlines the main expectations related to the post holder's professional responsibilities and duties but is not a comprehensive list of procedures and tasks.

The job description is current as of the date shown but may be changed by the Headteacher, in consultation with you, to reflect or anticipate changes in the role commensurate with the grade and job title.

By signing this document, you agree to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Peron Specification

Sixth Form Administrator

	Essential	Desirable
Qualifications and Experience		
GCSE Passes including Math and English or equivalent	x	
Level 3 Qualification or equivalent	x	
Experience in a secondary school setting		x
Have experience with Post 16 administrative systems including enrolment, the bursary fund and attendance monitoring.		x
Previous administrative experience	x	
First Aid Qualification or willingness to be trained	x	
An interest in office processes and systems	x	
Professional Specification		
Experience in using SIMs.NET and/or Class Charts or an equivalent platform	x	
Experience of Microsoft Office	x	
Administration and organisation skills	x	
Experience working in a confidential environment	x	
Ability to produce and collate reports and publication materials	x	
Professional Skills and Attributes		
Ability to inspect and monitor reports, and minutes and to take action to remedy any problems identified	x	
The ability to work constructively as part of a team, understanding School roles and responsibilities, and the post holder's position within these	x	
The ability to carry out instructions and work with minimum supervision and equally to work under pressure	x	
Ability to communicate well in writing and face-to-face	x	
The ability to identify own training and development needs and to cooperate with the means to address these	x	
The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, improve and develop	x	
The ability to multitask.	x	
Personal Qualities		
Flexible and adaptable in terms of duties and hours.	x	
Attention to detail.	x	
Honesty and trustworthiness.	x	
A good record of attendance and punctuality.	x	
Ability to work under pressure and remain cheerful and composed.	x	
Common sense and the ability to work with staff, students, and outside contacts at all levels.	x	
Clear empathy and understanding of young people's development and needs.	x	
Emotional resilience	x	
Demonstrates the Commitment to:		
Equal opportunities for all in the school community	x	
Safeguarding and promoting the welfare of young people	x	