



Post Title:	Sixth Form Administrator	
Department:	Sixth Form	Grade: BEX6.1-4 £25,629-£26,913 pa pro rata Actual salary £22,043pa - £23,148pa 39 weeks TTO
Responsible to:	Assistant Headteacher I/C KS5	
Responsible for:	Providing Administrative Support to the School's Sixth Form. Providing general administrative support to the Assistant Headteacher and Sixth Form Team. The post holder is also expected, where appropriate, to work under direct instruction from members of the Senior Leadership Team.	
Functional links with:	Staff, Student, Parents, Trust links, Governors, Other agencies	
Main Purpose of the role	Pupil attendance for Sixth Form and provide administration/secretarial support to the Sixth Form Team	

Main purpose of the job:

To provide high quality administrative support with specific responsibility for Sixth Form attendance and punctuality and general administration as required in particular to support the following:

- Assistant Head I/C KS5
- Sixth Form Learning Managers

And support in the context of the following areas:

- Attendance and punctuality of Sixth Form Students
- Management of data on Arbor
- UCAS Administration support
- Communication with parents/carers
- Producing parental letters and arrangement of meetings
- Managing the calendar to have oversight of Sixth Form events to assist in planning
- General administrative support to the Sixth Form Team
- Respond to queries and deal effectively with Sixth Form staff and students
- Attendance at School when A-level results are released and Enrolment Days

You will be supporting the Head of Sixth Form and Sixth Form Team whilst ensuring a welcoming and supportive atmosphere for students, parents and visitors.

Main Duties

Attendance and Punctuality

Provide support to the team in maintaining high level of attendance.

- Day to day monitoring of student attendance
- Follow up absences with students and parents daily
- Keep accurate record of absence
- Administer the signing in/out of students
- Ensure registration and attendance system and records are up to date
- Collating monthly attendance report for Head of Sixth Form and sending out warning letters.
- Monitor and record punctuality and sanctions as a consequence
- Inform relevant staff of lateness and send out concern letters to parents.

Administration

Manage, plan and co-ordinate the administration of the Sixth Form Department.

- Support the team in communications with students, parents, and external agencies as required.
- Take the lead with the administration of Sixth Form events including open evening, parents' evening, external trips and any other planned events.
- Primary contact for Sixth Form Students to direct them to the relevant member of the Sixth Form Team according to their availability.
- Act as a first point of contact for students, parents and external agencies.
- Arrange & minute meetings.
- Receiving visitors and speakers.
- Maintain accurate and up-to-date, centrally-held records of students on SIMS and produce reports and statistics as required e.g. leavers, retention and student destinations.
- Update records on student behaviour and progress in Arbor.
- Manage all associated filing including overseeing, archiving and retention of 6th Form student records.
- Administer locker allocation to students and keep records.
- Ensuring students and staff are made aware of information in a timely way via notice folders.
- Liaise and assist the Careers and Guidance Manager to accurately record student placements
- Assist the Careers and Guidance Manager with administration of the UCAS process
- Producing data and reports as required
- Monitor, intervene, praise and sanction student conduct within the Sixth Form Centre
- Under direction, to liaise effectively to ensure that information is shared appropriately.
- To support the preparation for new student admissions, and ensure a fully coordinated process is operated, ensuring that staff and students are fully prepared for admission start dates.
- Student and parent voice, set up questionnaires on Survey monkey and produce reports for the Sixth Form team
- Liaise with associate staff to support the procedures and production of resources and documentation.
- Administering the 16-19 Bursary, record keeping and liaising with Finance Department and the HOS/SENCO for authorisation
- Order and maintain stationery stock and other resources for the Sixth Form
- Maintain displays and notice boards in Sixth Form area
- Be responsible for the day to day supervision of the Sixth Form Centre: students and facilities.

- Logging and reporting maintenance issues to the Premises Manager
- Attend Sixth Form events when required

General

- Promote equality and enable the educational and social inclusion of all students.
- Ensure a high standard of professional conduct and role model behaviour
- Provide administrative support including cover for other members of the School’s Admin team as necessary.
- Undertake any other duties in connection with the level of the post. Ensure the efficient and effective running of the department
- Maintain confidentiality and comply with Data Protection requirements always
- Contribute to the safeguarding and promotion of the welfare of students having regard to the School’s Child Protection procedures
- Take account of the published aims and objectives of the school in all matters
- Take responsibility of personal health, safety and welfare and that of others, comply with the School’s procedure on Health & Safety
- Ensure the care of furnishings, fittings and equipment shared with other users
- To carry out any other duties as may reasonably be requested by the Head Teacher

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

Person Specification		
	Essential	Desirable
Experience and Knowledge	Demonstrable experience of working in a general administration environment. Computer literate, particularly in use of Microsoft Office. Understanding of Data Protection and Confidentiality.	<ul style="list-style-type: none"> • Experience of working in education setting • Experience of data management, preferably Arbor in an education setting.
Education and Qualifications	GCSEs or equivalent in English and Mathematics at grade A* to C	
Skills and Abilities	Excellent communication skills written and verbal Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff Ability to work with due regard to confidentiality, data protection and safeguarding at all times Good organisational skills, to include:	

	<p>Being able to plan and prioritise work, so that deadlines are met; and being able to identify and analyse problems and use own judgement to produce an acceptable solution Good numerical skills Ability to follow set procedures and use own initiative in a busy environment Ability to work under pressure against changing priorities and competing demands Self-motivated and be able to work with minimum supervision. To organise/manage own workload and to keep up-to-date with changes in the working environment. A positive role model of professional practice and conduct of others Ability to take a collaborate role when working within a team</p>	
Training	<p>Willingness to undertake relevant training and identify own development needs Committed to ongoing CPD and Professional development</p>	
Attributes and Attitudes	<p>Punctual and reliable Flexible approach, including a sense of humour, and positive attitude towards work Calm, tactful and collaborative manner Trustworthy and discreet for confidentiality A team player who is enthusiastic and willing to persevere in the face of challenges Ability to adapt to changes in the workplace To demonstrate a sense of commitment to support the ethos of the school</p>	
Equality, diversity and inclusion	<p>Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</p>	
Safeguarding	<p>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students Ability to form and maintain appropriate relationships and personal boundaries with students</p>	

Post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school’s articles of government.

Townley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED: _____

PRINT NAME: _____

DATED: _____

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks but sets out the main expectations of the School. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.