



Ivybridge Community College



Job Description

Job Title:	Sixth Form Administrator and Study Supervisor
Location:	Ivybridge Community College
Grade:	NJC Devon Grade C
Hours:	32.5 hours a week, 38 weeks per year Working will be required during school holiday time, approximately 3 days in the summer, as directed by your line manager.
Reports to:	Director of Sixth Form
Responsible for:	N/A

Job Purpose

The post holder is responsible for providing high quality administrative and clerical support service across a variety of administrative tasks and functions and providing supervision of the Sixth Form study space to support learning.

The post holder will work as part of the Sixth Form Team and will be required to carry out a variety of administrative tasks and functions. Under the direction of an appropriate member of the Senior Leadership Team, the post holder will respond to matters relating to student's attendance to their study blocks and other administrative tasks in the Sixth Form.

The duties and responsibilities outlined in this job description are not comprehensive or exclusive and may be varied from time to time to allow the College to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in an efficient service delivery.

Duties and Responsibilities

Main Administrative Tasks in the Sixth Form

1. Provide a comprehensive and confidential administration support service, liaising where necessary with appropriate staff.
2. Communicate with colleagues by a variety of means. Deal with general enquiries and direct urgent issues to senior colleagues as required.
3. Answer telephone enquiries from parents, students, external agencies and members of the public.
4. Support attendance procedures in the Sixth Form by; listening to absence calls, updating absences on SIMS, preparing attendance logs for students and completing the accompanying record keeping via a spreadsheet.
5. Monitor the Sixth Form 'Alert 6' email inbox, following up absences by liaising with staff, students and parents as necessary via face-to-face communication, email and telephone.

6. Support the Sixth Form Administrator in all aspects of Admissions, including liaising with students and parents and completing paperwork and filing.
7. Ensure all Tutor Boards and display boards in Sixth Form areas are up to date and well maintained.
8. Accurate typing of documents using word processing and computer skills.
9. General office practice duties such as photocopying, filing and circulating information.
10. Work in reception/Sixth Form office when cover is required.
11. Take minutes/notes of meetings when required.
12. Support the Pastoral Leader with the administration of Work Experience.
13. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

Sixth Form Study Room

1. Following established protocols, provide supervision to students during the supervised study blocks, maintaining a quiet and productive study area.
2. Registering students upon arrival to their supervised study blocks.
3. Liaising with the Pastoral Leader in the Sixth Form to follow-up non-attendance to study blocks and subsequent attendance monitoring.
4. Oversee the study room, including monitoring use of equipment and keeping Sixth Form wall displays up to date and relevant.
5. On a daily basis, update the electronic screens in all Sixth Form study spaces with notices from the student bulletin.
6. Oversee bookings of the Sixth Form Study space, in conjunction with the Principal's PA.

Other responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and up-date where necessary.
4. Attend out-of-College hours functions as required, such as Sixth Form Open Evening and Induction Evening events.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Good general education with GCSE or equivalent in English and Mathematics. NVQ L2 or equivalent qualification or equivalent experience	E	✓	
Willing to undertake personal development through training and other learning activities	D	✓	✓
Experience:			
Experience of working in a Sixth Form or school or similar establishment	D	✓	
Knowledge of Sixth Form systems and procedures	D	✓	
Be ICT literate and able to use Microsoft Office packages with confidence including Word, Excel and PowerPoint	E	✓	
Proficient in using the internet, email and other data bases as required	E	✓	
Accurate typing skills	E	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda	D	✓	✓
Knowledge, Skills and Abilities:			
Effective oral/written communication skills	E	✓	✓
Ability to work both under instruction and on own initiative	E	✓	✓
A proactive and professional approach	E	✓	✓
Excellent interpersonal and teamwork skills	E	✓	✓
Strong communication skills in written and verbal formats	E	✓	✓
Ability to maintain data input accuracy through frequent interruptions	D	✓	✓
Good organisational skills including the ability to prioritise	E	✓	✓
To be able to work efficiently under pressure	E	✓	✓
To respect and uphold confidentiality at all levels	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements	E	✓	✓
Able to relate to academic staff, students, and other stakeholders	E	✓	✓
Discreet and able to maintain the confidentiality of information	E	✓	✓