

JOB DESCRIPTION

Post Title:	Sixth Form Administrator
Grade	Local NJC salary, G8-12 (£25,992 – £27,711 FTE)
Hours	8.00am-4.00pm – 37 hours a week 52 week contract or a term time only plus 10 days (5 training days and 5 days in August for A-Level results and admissions) contract would be considered.
Employed by:	Northampton Free School Trust
Line Manager:	Senior Leader responsible for Sixth Form

Broad description of role:

To provide a comprehensive, effective and efficient administration service to the schools Sixth Form by following school policy and developing supportive organised administration procedures.

Key Areas

1. School Support

Responsibilities

To manage daily attendance records and reporting in line with DfE guidance. Managing attendance as required.

To support Safeguarding procedures for sixth form learners as required by DSLs. To complete DSL training.

Support with administration of pastoral enquiries, documentation, completion of phone calls/ email, escalation to Head of sixth/SLT/DSL.

To organise and assist with letters/communications regarding learners (via phone, email, letters home)

Creating an organised system for anything sixth form administration

Supporting with A-Level results day.

Supporting with admissions for sixth form including on GCSE results day.

To support with the promotion of Sixth form and admissions, carrying out tours of the school or organising these for SLT.

To manage sixth form bursaries and prepare reports for the finance team and trustees

Deal with telephone enquiries, taking messages and passing on as appropriate.

Undertake routine clerical activities/duties such as photocopying, filing, emailing, completing complex and routine forms, documents and certificates and note taking meetings.

Use of the Microsoft Office package to generate Word documents, standard letters, copy typing, use of Excel to update/generate spreadsheets.

Maintain records/files, databases, inputting and retrieving information as necessary. To support staff in the use of and maintenance of MIS for Pastoral and Safeguarding

Support other senior staff and other staff with administration

To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the public.

2. Learner Support

Support learners requiring help/support and referring them to other appropriate staff in school where necessary.

3. Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.

4. Safeguarding
- To ensure that all learners are protected from potential harm;
 - To inform the named member of staff of any issues of child protection.
 - To ensure you adhere to the WPS Child Protection Policy
 - Support the DSL with administration as required.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) Selection process (S)
Education / Qualifications		
High standard of general education (minimum GCSE in English & Maths or equivalent)	E	A
An appropriate advanced level qualification (ideally NVQ Level 3) or a willingness to work towards one	D	A
Ability to use Microsoft packages	E	A
First Aid Qualified (or willingness to gain one)	D	A / S
Experience of		
Using a management information system	D	A / S
Previous secretarial experience	D	A / S
Working using collaborative partnerships	D	A / S
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	A / S
Good interpersonal skills	E	A / S
Proactive and innovative	E	A / S
Knowledge and Understanding		
Understanding of the education system	D	A / S
Understanding of the Data Protection Act	E	S
Leadership and Skills		
Ability to plan strategically and effectively	E	S
Ability to delegate	E	S
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A / S
Attributes		
Committed to the aims of Wootton Park School	E	A / S
Committed to Equality and Diversity	E	S
Committed to own continuing professional development	E	A / S
Clear view of what high standards and performance looks like	E	A / S
Proactive / strong problem solver with the ability to make things happen	E	A / S