



JOB DESCRIPTION

Hamstead Hall Academy Trust

Name:

Job Title: Post 16 Administrator

Grade: GR2 (Term Time Only + 5 days)

Start Date:

1.0 JOB PURPOSE:

- 1.1** The post holder will work as part of the Sixth Form Team and will be required to provide supervision of the Sixth Form Study Area and a high quality administrative and clerical support service. Under the direction of an appropriate member of the Senior Leadership Team, the post holder will respond to matters relating to students' attendance 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 Sixth Form to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in the efficient running of Sixth Form.

2.0 DUTIES AND RESPONSIBILITIES:

Main Administrative Tasks in the Sixth Form

- 2.1** Support attendance procedures in the Sixth Form by; listening to absence calls, updating absences on Bromcom, preparing attendance Logs for students and completing the accompanying record keeping.
- 2.2** Monitor and follow up on enquiries and messages, by liaising with staff, students and parents/carers as necessary via face-to-face communication, email and telephone.
- 2.3** Provide a comprehensive and confidential administration support service, liaising where necessary with appropriate staff.
- 2.4** Communicate with colleagues by a variety of means. Deal with general enquiries and direct urgent issues to senior colleagues as required.
- 2.5** Answer telephone enquiries from parents/carers, students, external agencies and members of the public.
- 2.6** Support the Assistant Headteacher – Head of Post 16 with admissions, including liaising with students and parents/carers and completing paperwork and filing.

- 2.7** Ensure all Tutor Boards and display boards in Sixth Form areas are up to date and well maintained.
- 2.8** Accurate typing of documents using word processing and computer skills
- 2.9** General office practice duties such as photocopying, filing and circulating information, including via Google Classroom.
- 2.10** Take minutes/notes of meetings when required.
- 2.11** Support with the administration and allocation of Bursary Payments and applications, liaising with finance as appropriate.
- 2.12** Support with the administration of Year 12 Work Experience.
- 2.13** Support with the administration and collation of Sixth Form references.
- 2.14** Completion of the Annual Tracking Cycle/September Guarantee returns for Year 12 and Year 13.
- 2.15** Comply with and promote all academy policies, including Safeguarding, Health and Safety, and Equality and Diversity.

Other responsibilities

- 2.16** Handle all confidential correspondence with discretion and in line with data protection protocols.
- 2.17** Use appropriate ICT packages as required.
- 2.18** Set up files and update where necessary.
- 2.19** Attend out of academy hours functions as required, such as the Sixth Form Open Evening and Sixth Form Enrolment.
- 2.20** 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.

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: Assistant Headteacher – Post 16

3.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within established guidelines subject to scrutiny by supervisor~~

4.0 **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS:**

- 5.1** To be familiar with, and strictly observe, the requirements of Academy Trust's:
- Safeguarding policy including Child Protection
 - Health and Safety policy
 - Staff Code of Conduct
- 5.2** Hours of work will be 36½ hours per week term time + 5 days during August for GCSE and A-Level Results.

6.0 **LINE MANAGER:**

The Post Holder will be responsible to the Assistant Headteacher – Post 16

REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Head of School or the post holder after consultation.

Signed: _____ (Post Holder)

Signed: _____ (Headteacher)

Date: _____

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
An enhanced DBS check is required for all successful candidates.

January 2023

	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Ability to work with a minimum of supervision 	AF/I AF/I
TRAINING	<ul style="list-style-type: none"> • Willing to undertake job related training 	AF/I
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Good attendance/punctuality record • Professional appearance. 	AF/I
CONTRA INDICATIONS	<ul style="list-style-type: none"> • Criminal convictions involving offences against children. 	AF

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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