



Sheldon School  
Chippenham

# Candidate Information



## Sixth Form Administrator

Closing Date: 19<sup>th</sup> November 2019

Interview Date: 27<sup>th</sup> November 2019

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## Cover Letter

November 2019

Dear Colleague,

### Vacancy for Sixth Form Administrator

Thank you for your enquiry about our vacancy for a Sixth Form Administrator. I am enclosing an application form, job description and person specification, as well as some information about the school.

Sheldon School enjoys an excellent working environment with the Sixth Form located in its own purpose built Sixth Form centre. Our Sixth Form is a vibrant community of 350 students and our Sixth Form Administrator plays a key role in coordinating support for them as well as providing high quality administrative support to the Head of Sixth Form and Heads of Year 12 and 13.

The successful candidate will be a well organised person with outstanding communication skills, as well as the ability to liaise with both adults and young people alike. They will have excellent ICT skills, be familiar with the Microsoft Office suite and be competent in both word processing (ideally RSA III or equivalent). Experience of using a school information system, ideally SIMS.net would also be advantageous although not essential.

The salary for this post is Grade F, Scale Point 9-11 (£20,344-£21,589 per annum full time equivalent) £15,558 pro rata, £10.5448 per hour.

With regards to conditions of service, the Sixth Form Administrator will be part time, 32.50 hours per week (Monday-Friday 08.15am-3.15pm, with half an hour unpaid lunch break) and working 40 weeks per year (45.40 paid weeks). 5 days to be worked flexibly over the school holidays (exam results days) and additional hours at the start of the school year.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references, including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

Sheldon is a great school. I am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's simply a pleasure to come to work each day. I think you will find staff will say the same to you were you to ask them.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

**Tel:** 01249 766020 **Fax:** 01249 766030

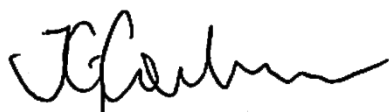
**Email:** admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk



Fuller details are included to outline the all-round offer, but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsia Edwards, HR Adviser, by **midday on Tuesday, 19<sup>th</sup> November 2019**. Please complete the application form and return it by post or email to [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk). We would hope to hold interviews on **27<sup>th</sup> November 2019** and would like the successful candidate to be able to start work early January 2020 to enable a handover to take place. If you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, I thank you for your interest in Sheldon School and wish you success in your future career.

Yours sincerely,



James Couchman  
Business Manager



## Job Description

<b>Postholder</b>	Sixth Form Administrator
<b>Line Manager</b>	Office Manager
<b>Salary/Scale of Post</b>	Grade F Scale Points 9-11 (Currently £20,344-£21,589 full time equivalent)
<b>Hours of Work</b>	32.5 Hours Per Week, 40 weeks per year
<b>Post Purpose</b>	<p>The post holder will be responsible to the Head of Sixth Form through the Office Manager (the designated line manager) for providing secretarial and administrative support to the Head of Sixth Form and the Heads of Year 12 and 13.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>
<b>Main Duties &amp; Responsibilities</b>	<p>The 6th Form Administrator will be required to undertake the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintain close liaison with members of staff including the 6th Form Tutor Teams, as well as the Administration Office Manager, the Finance Manager, the Network Manager, the Facilities Manager and, the Catering &amp; Cleaning Manager.</li> <li>• Provide secretarial support to Head of Sixth Form and the Heads of Years 12 and 13 and 6th Form tutors.</li> <li>• Administer the Post 16 Bursary Fund, including the authorization of payments, and the maintenance of records for auditing purposes.</li> <li>• Provide a 6th Form reception service for students, staff and parents.</li> <li>• Be the point of contact for parents with regard to Sixth Form absences, the Post 16 Bursary and other queries.</li> <li>• Administer the 6th Form Work Experience programme.</li> <li>• Maintain and use the SIMS databases, input and extract information relating to the 6th Form including:</li> </ul>

	<ul style="list-style-type: none"> <li>• Inputting attendance data as required, including attendance on study periods, assembly days etc.</li> <li>• Weekly reports to staff about attendance.</li> <li>• Entering Post 16 admissions data. Entering and maintaining course choice options data.</li> <li>• Loading and maintaining Post 16 class information.</li> <li>• Printing Post 16 timetables.</li> <li>• Printing reports.</li> </ul> <ul style="list-style-type: none"> <li>• Completion of the Wiltshire Council “Starter List” (formerly known as the September Guarantee).</li> <li>• Production of the 6th Form Prospectus, ready for the printer.</li> <li>• Proof reading reports.</li> <li>• Check qualifications recorded on UCAS forms prior to submission.</li> <li>• Organise the 6th Form Ball.</li> <li>• Supervise the 6th Form Study Room as required.</li> <li>• Provide pastoral support for students as necessary and sign post to pupil support workers.</li> <li>• Act as a recognized first-aider.</li> <li>• Co-ordinate and report building maintenance defect issues, and monitor the cleaning services communication book for the 6th Form Facilities.</li> <li>• Research, advise and make recommendations in respect of the introduction of new working practices and/ or resources to improve efficiency or the quality of service provided.</li> <li>• Attend training courses identified as essential to meet the requirements of allocated tasks, and maintain a current First Aid at Work and EpiPen certificate.</li> <li>• Maintain an understanding of the key functions performed by the Faculty Support Co-ordinator, and provide cover as required.</li> <li>• In the absence of the Office Manager, attending daily briefing to take notes.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>▪ To support the Head of Sixth Form in updating the website and social media accounts.</li> <li>▪ Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day to day duties around the school site.</li> </ul>

<b>General Conditions</b>	<ul style="list-style-type: none"><li>▪ To carry out any other reasonable instructions given by the Headteacher, Business Manager or other members of SMT where appropriate.</li><li>▪ All duties must be carried out complying with:</li><li>▪ The Health &amp; Safety at Work Act</li><li>▪ Act of Parliament, Statutory instruments and regulations, as well as other legal requirements</li><li>Relevant nationally agreed Codes of Practice</li><li>▪ Disability rights Act and SEN Discrimination Act</li><li>▪ The General Data Protection Regulations (GPPR)</li></ul>
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## Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

**A = Application form**

**C = Certificate**

**T = Test**

**I = Interview**

**R = Reference**

	Essential	Desirable	Category
<b>Technical Competency (Qualifications and Training)</b>			
English and Mathematics to grade 4/C GCSE or equivalent level	√		A, C, I
Excellent ICT skills, experience of using Microsoft Office and Databases	√		A, C, T
Typing Qualification RSA III or equivalent		√	A, C, T
Experience of SIMS.net		√	A
<b>Experience</b>			
Previous Administration experience	√		A, R, I
Experience of working in a team	√		A, R, I
Experience of working with staff at different levels	√		A, R, I
<b>Skills and Attributes</b>			
Previous experience in the education sector		√	A, I
Ability to keep accurate records	√		A
Excellent organisational skills	√		A, R, I
Ability to demonstrate a proactive approach and show initiative	√		A, I
Able to form and maintain professional relationships and boundaries with young people and adults	√		A, I
Excellent communication skills, both written and verbal	√		A, R, I
Ability to manage conflicting and changing priorities	√		A, I



An interest in education	√		A, I
<b>Personal Qualities</b>			
Strong interpersonal and communication skills	√		I
Ability to remain calm under pressure	√		R, T, I
A positive can do approach	√		R, I
Highly organised and methodical	√		A, R, I
Personable, professional, approachable and courteous at all times	√		R, I
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
Understands the importance of confidentiality with high levels of integrity	√		A, R, I
Excellent attention to detail	√		A, T
High levels of integrity	√		A, R, I
Good sense of humour	√		I
<b>Safeguarding</b>			
Ability to demonstrate an understanding of safeguarding responsibilities	√		R, I
<b>Other</b>			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	√		I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.



# Sheldon School

Chippenham



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