



Guru Nanak Sikh Multi Academy Trust

“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”

Aspire ~ Acquire ~ Achieve

Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Sixth Form Study Centre Manager and Administrator

Line Manager: Assistant Principal – Sixth Form

Job Description

Purpose of job:

To support the Assistant Principal Post 16 and Careers, at Guru Nanak Sikh Academy in managing the Sixth Form Centre, providing administrative support and offering bespoke strategies appropriate for 16-19 students, ensuring that students are ready for their next steps in education, employment, or further training.

To support and guide students through Years 12 and 13 to ensure a high-quality, work-focused environment to support the highest levels of achievement within the Sixth Form. This role requires the post-holder to embody and promote the **SHARE** values (**S**ervice to others, **H**umility, **A**chievement, **R**espect, and **E**quality) in every interaction.

To deputise and represent the Assistant Principal Post 16 and Careers, support the work of the Year 12&13 Progress Leaders as required and where appropriate undertake CPD training to support the development and progression of the role.

To assist in tackling underachievement within the Sixth Form primarily by working in partnership with students, teaching and pastoral staff, and families to help the most disadvantaged students overcome barriers to learning.

Responsibilities and Tasks

Key management responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

To ensure the Sixth Form Centre at Guru Nanak Sikh Academy operates as a professional and high-achieving hub, the Centre Manager must take ownership of the physical and operational environment.

- **Strategic Environment Management:** To lead on the design and layout of the Study Centre, ensuring it provides distinct zones for silent independent study and collaborative work, thereby creating a professional atmosphere that mirrors a university or modern workplace.
- **Attendance & Punctuality Oversight:** To manage the robust daily monitoring of Sixth Form attendance and punctuality, conducting 'first-day calling' for unexplained absences and leading formal attendance intervention meetings with students and parents; ensuring that high standards of professional conduct are maintained in line with the Academy's expectations of Respect for learning time.
- **PPA & Study Infrastructure Management:** To lead on the design, generation, and distribution of bespoke student PPA (Personal Preparation and Administration) timetables, ensuring every Sixth Form student has a structured and balanced workload that maximizes their non-contact time. You will be responsible for the strategic oversight of the Study Centre to ensure these PPA sessions are conducted in a high-quality, work-focused environment that directly supports student.
- **Enrichment & Personal Development Management:** To take lead responsibility for the development of and logistical management and quality assurance of the Sixth Form Enrichment programme; this includes the identifying high-quality internal and external opportunities, tracking student participation rates to ensure Equality of opportunity, and evaluating the impact of personal development sessions on student 'readiness' for life beyond the Academy. Working with the Year 12 Progress Leader, taking a lead role in planning, organising and attending the July Year 12 Enrichment Week.
- **Strategic Event Management & Coordination:** In collaboration with the relevant Progress Leader, take lead responsibility for the end-to-end planning, logistical management, and successful execution of all major Sixth Form calendared events, including Open Evenings, Parents' Evenings, and Results Days; ensuring these events showcase the Academy's high standards of Achievement and provide an exceptional level of Service to prospective and current families.
- **Operational Planning & Event Logistics:** To take strategic responsibility for the logistical planning of major Sixth Form events held within the centre, such as Enrolment Days, UCAS Workshops, and Parent Information Evenings, ensuring staffing, resources, and physical space are optimized for a seamless experience.
- **Strategic Lead for Higher Education & Alumni Transitions:** To manage and oversee the end-to-end Unifrog and UCAS administrative procedures for Year 12, Year 13, and the post-A-level cohort. In collaboration with the Year 12 Progress Leader, you will lead the planning and execution of Higher Education evenings and UCAS days, including the production of bespoke guidance handbooks. This role involves providing expert advice to students and parents on course selection and personal statements, coordinating mock interviews, and acting as a key link for GNSA Alumni by providing references for past students and integrating alumni success stories into the current students' transition planning.
- **Stakeholder Liaison & Visitor Management:** To manage the professional 'front of house' experience for the Sixth Form, acting as the primary point of coordination for visiting university representatives, employers, and guest speakers, ensuring they are hosted in a professional environment that reflects the Academy's excellence.
- **Health, Safety, and Compliance:** To act as the designated lead for Health and Safety within the Sixth Form building, conducting regular risk assessments and ensuring that all facilities—including furniture and ICT equipment—meet safety standards and provide a respectful environment for all users.

- **Resource and Budget Oversight:** To manage the delegated budget for Sixth Form resources, overseeing the procurement of stationery, digital equipment, and learning materials, ensuring that the Academy's resources are used efficiently to provide the best possible service to students.
- **Digital Infrastructure Coordination:** To serve as the primary liaison with the IT Support Department to ensure that the Sixth Form's bespoke ICT provision (laptops, printers, and Wi-Fi) is maintained at 100% functionality, minimising downtime for students during critical study periods.
- **Site Liaison and Maintenance:** To manage the relationship with the Academy's Site and Estates team, proactively identifying maintenance issues and supervising the cleaning and upkeep schedules to ensure the Sixth Form Centre remains a clean, welcoming, and inspiring place to learn.
- **Policy Implementation & Quality Assurance:** To lead on the annual review of Sixth Form Centre policies and the 'Student Handbook,' ensuring all operational procedures align with the Academy's latest priorities and SHARE values, and that standards of study remain consistently high.

Other Professional Requirements

Communications, Marketing and Meetings

- To attend Sixth Form Team meetings and other external meetings as appropriate.
- To conduct Sixth Form Tutor meetings, ensuring the provision of agendas and minutes.
- To attend conferences relating to Sixth Form management and development.
- To be aware of the Sixth Form website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator.
- To support the organisation of the Sixth Form Information Evening, including the design, publication, and marketing of the prospectus.
- To support the organisation of Sixth Form Taster days, including opportunities for students to visit local FE Colleges in liaison with the Careers Team.
- To assist the Examinations Officer in the conducting of Public Examinations in the Summer Term, and to support Year 12/13 in the administration of examinations.
- To attend on the GCSE results day and Sixth Form enrolment day to confirm the subject choices of Year 11, meeting with parents to clarify these choices after the results day where necessary.
- To liaise with the Examinations Officer/Heads of Department over re-sitting of modules.
- To organise and run the Year 12 Induction at the start of the Autumn Term, introducing new students to the Academy's **SHARE** values.
- To support the organisation of Presentations Evening with a focus on developing a thriving Alumni community for Guru Nanak Sikh Academy.
- To organise, promote, and attend events for the cohort including end-of-term celebration assemblies and Leavers' Dinners.
- To actively promote and celebrate successes of the Sixth Form students using the website and social media, highlighting individual and collective **Achievement**.
- Liaise with teachers and Sixth Form Tutors regarding student concerns and ensure information is passed onto the correct staff.
- To liaise with Sixth Form students' parents when required.
- Arrange meetings/interviews for the Assistant Principal Post 16 and Careers and Year 12&13 Progress Leader when required.
- To interview potential Sixth Form students along with the Assistant Principal Post 16 and Careers and Year 12 Progress Leader when required.
- To support students in need of emotional support when necessary, maintaining a professional position and ensuring boundaries are adhered to, demonstrating Humility and compassion.
- To act as a positive role model around the Academy, building trust and rapport with students, encouraging them to be able to approach for help/assistance while maintaining an authoritative position.

- To use knowledge of available support services to help students access support when necessary (Service).
- To liaise with external agencies regarding the welfare of students as required.
- To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off-site for scheduled meetings or activities.
- To receive parents and visitors and participate in open days and evenings as required.

General

- To undertake any other duties commensurate with the post as may be required by your line manager or the CEO.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:

- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establishing and managing a proactive Health and Safety Service throughout the Academy, in relation to the role.

Review and Modification

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Guru Nanak Sikh Academy in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.



Person Specification

KS5 Admin Support

Line Manager: Assistant Principal – Sixth Form

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good general education, including GCSE English and Mathematics at Grade C/5 or above.• Experience working within a school or Sixth Form setting.• Proficiency in Google Drive(Docs, sheets, slides, forms, etc) and Microsoft Office (Word, Excel, Outlook).	<ul style="list-style-type: none">• Educated to A-Level standard or equivalent.• Recognised secretarial, administration, or Level 3/4 Business Administration qualification.
Experience	<ul style="list-style-type: none">• Experience working in a busy administrative or student-facing environment.• Experience of managing multiple deadlines and prioritizing tasks effectively.• Experience in building rapport and maintaining professional boundaries with young people.	<ul style="list-style-type: none">• Previous experience managing a 16-19 Bursary Fund.• Experience using school management systems (e.g., SIMS or Bromcom).• Experience with the UCAS application process.
Skills & Aptitudes	<ul style="list-style-type: none">• Ability to maintain a focused, high-quality study environment.• Excellent communication skills, with the ability to liaise sensitively with parents, staff, and external agencies.• Ability to maintain strict confidentiality and handle sensitive student data.• Strong organizational skills with high attention to detail (e.g., for UCAS and exam admin).• Ability to work calmly under pressure during peak periods (e.g., Results Day, Induction).	<ul style="list-style-type: none">• Understanding of the current Higher Education landscape and Apprenticeship pathways.• Marketing or social media skills to promote Sixth Form successes.• Knowledge of safeguarding procedures (Level 1 or 2).

Additional Personal Qualities

Quality	Description	SHARE Value
Meticulous Attention to Detail	Exhibits high levels of accuracy in administrative tasks, particularly when managing student data, UCAS applications, and the 16-19 Bursary, ensuring that all records are error-free and meet Academy standards.	Achievement
Systematic & Proactive Organizer	Possesses the ability to create and maintain highly efficient office systems. A self-starter who anticipates the needs of the Sixth Form calendar (e.g., results days or induction) and prepares well in advance.	Service
Utmost Integrity & Confidentiality	Demonstrates a deep understanding of the need for discretion when handling sensitive pastoral information or financial bursary data, ensuring that student and family privacy is always protected.	Respect
Calm & Professional Demeanour	Remains composed and professional under pressure in the busy Study Centre environment. Serves as a reliable first point of contact for parents and external visitors.	Humility
Impartial & Fair Approach	Maintains a consistent and objective professional standard when applying the Sixth Form Dress Code and attendance policies, ensuring all students are treated with equal expectations and fairness.	Equality