



## JOB DESCRIPTION – 2024

<b>Job Title:</b>	Sixth Form Administrator & Supervision
<b>Reports to:</b>	Bursar's PA
<b>Department:</b>	School Office
<b>Hours per week:</b>	25 hours per week – 09:30-14:30 Monday to Friday 35 weeks per year (Term time including INSET plus 5 days)

### Key Working Relationships

Assistant Head: Director of Sixth Form  
Assistant Head: Pupil Personal Development, Head of Careers & PSHE  
Assistant Heads of Sixth Form  
Sixth Form Tutors  
Bursar's PA  
Librarian  
School Office Team  
Teaching Staff

### Job Summary

To provide excellent administrative support for the day-to-day operation of the Sixth Form Centre, including supporting the Director of Sixth Form, Head of Careers & PSHE and Assistant Heads of Sixth Form.

To provide supervision of study areas.

To provide pastoral support to Sixth Form Students.

### Duties and Responsibilities

Administrative Support - Sixth Form:

- To provide administrative support for the Sixth Form Team.
- To prepare for distribution/ mail merging of letters/emails to parents and staff and, once approved, send out.
- To ensure letters to Sixth Form parents are approved by the Deputy Heads and sent to Marketing in time for inclusion in the weekly e-bulletin.
- To send out electronically via School Post any urgent letters to parents.
- To support with UCAS applications.
- To support the Sixth Form and Careers Team in meeting the Gatsby Benchmarks in their pastoral programmes.
- Administration of Year 11 and Sixth Form parents' and Tutor evenings.
- To support the Year 11 Options Process.
- To assist in the preparation of Sixth Form publications (A Level/IB Booklet).
- To coordinate Year 11 Sixth Form Option Interviews.
- Participation at Annual Open Day (usually a Saturday in September).
- To assist in monthly Open Mornings (weekdays).
- To actively support events organised in Grove Sixth Form Centre
- To assist in maintaining and updating information on noticeboard in Grove.
- To coordinate the production and distribution of Sixth Form Lanyards.
- To issue parking permits and monitor the use of cars by Sixth Form students.
- To take photographs of new Sixth Form students who arrive during the school year and upload onto iSAMS.

- To provide reprographics support – requests for photocopying - where possible three working days in advance of when required.
- Providing all necessary administrative support for ISI Inspections.

#### Administrative Support – Head of Careers

- To provide administrative support to the Head of Careers.
- To support the Sixth Form and Careers Team with the collation and distribution of Year 11 and Year 13 destination data.
- To maintain the Higher Education Resources in the Sixth Form Centre.

#### Supervision Support

- To be a physical presence in Grove Sixth Form Centre, assisting in maintaining a purposeful working environment by patrolling different areas and encouraging students to work quietly and productively.
- To support the Sixth Form Team by upholding school policy regarding poor student behaviour and dress code.

#### Pastoral Support

- To provide First Aid cover (once fully trained).
- Pastoral support for students and escalating issues where appropriate by reporting safeguarding concerns on MyConcern.
- To oversee breaktime snacks.
- Lost Property Management for Sixth Form students.
- To act as a Fire Marshall for Grove Sixth Form Centre.

#### School office responsibilities (support when needed)

- Ensuring that information on iSAMS is regularly updated and that other relevant staff are informed of changes or additions.
- Provide reprographics support.
- Dealing with outgoing post.
- Other administrative tasks in line with school needs.
- Provide support to School Office when required.

#### Data Management

- Prepare reports and data inputting and management for:
  - ISAMs - School database.
  - Google Apps for education.
  - Meeting Room booking software.
  - My School Portal

The above is only an outline of the tasks and responsibilities of the role.

#### **Other**

The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.  
It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes cooperating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.