

# City of London Academy Highbury Grove



**Post: Sixth Form Centre Administrator**

**Grade: NJC Scale 6, Scale Point 18-20**

**Full time salary is £36,345 to £37,437 and Actual Salary is £33,411 to £34,415 per annum**

**Contract: Fixed term, Maternity Cover**

**35 hours per week, Term Time Only + Two Weeks: Non-negotiable days during the Summer Holiday for Examinations result days.**

**Start date: ASAP**

The City of London Academy Highbury Grove is looking for an exceptional highly skilled Sixth Form Centre Administrator to join our team who has the skills and drive to provide an effective and efficient administrative service in all matters relating to Sixth Form.

We require an adaptable, organised and resilient administrator with excellent communication and interpersonal skills to join the busy Sixth Form team located in the dedicated Sixth Form Centre.

You will provide administrative support for the Sixth Form leadership and play a key role in the planning and administration of events and marketing initiatives for current and prospective students, parents and staff. Experience of working within a school environment and sound knowledge of SIMS software would be an advantage. You will enjoy working with teenagers and be able to deal with them in a cheerful, but assertive manner.

**This is a term-time plus two weeks role, Maternity Cover**

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an outstanding Academy.

We are committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

The City of London Academies Trust (CoLAT) is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If this role is of interest to you and you can contribute to our future success, an application pack is available on our website: [www.highburygrove.colat.org.uk/staff-vacancies/87.html](http://www.highburygrove.colat.org.uk/staff-vacancies/87.html) Completed forms should be emailed to [hr@highburygrove.colat.org.uk](mailto:hr@highburygrove.colat.org.uk)

For more information visit: [www.highburygrove.colat.org.uk](http://www.highburygrove.colat.org.uk)

**Closing date for applications is: 9.00am Wednesday 26 February 2025**

**Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly recommended.**

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust supports Equal Opportunities Employment.

City of London Academies Trust Company Registration No. 04504128.

# City of London Academies Trust

## Sixth Form Centre Administrator

### Job Description

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<b>Post:</b>	Sixth Form Centre Administrator
<b>Accountable to:</b>	Director of Sixth Form
<b>Grade/Range:</b>	NJC Scale 6 Point 18 - 20
<b>Salary:</b>	Full time salary is £36,345 to £37,437 and Actual Salary is £33,411 to £34,415 per annum
<b>Working Pattern:</b>	Term Time Only + 2 weeks: <b>Non-negotiable days during the Summer Holiday for Examinations result days.</b>
<b>Location:</b>	City of London Academy Highbury Grove
<b>Disclosure level:</b>	Enhanced

#### **Main Purpose:**

- Provide an effective administrative service in all matters relating to Sixth Form.
- Be responsible for ensuring that all required student data is up to date on SIMS.
- Analyse student data and ensure reports are produced as requested.
- Produce student tracking reports.
- Support the Sixth Form leadership in all matters related to the Sixth Form.
- Maintain a supervisory presence in the Sixth Form Centre from 8.30am to 4.30pm, excepting a designated lunch period.

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#### **Key Accountabilities**

##### **1. Administration**

- Lead the administrative function of the Sixth Form under the direction of the Director of Sixth Form.
- Support Y12/13 Directors of Studies with correspondence, phone calls, setting up of meetings, reports, etc.
- Prepare and maintain records of Sixth Form students, including attendance registers. Assist with school Census returns and assist staff and students with the preparation of UCAS electronic application forms.
- Ensure that registers are taken every lesson and absence is followed up immediately.
- Undertake the recording of and the follow up of reported absences from lessons on SIMS. Produce weekly attendance reports, mark registers in advance for student visits, tutor periods and student leave. Prompt teaching staff to complete their registers for the log.
- Liaise with the school's Attendance Officer in order to follow up issues of attendance and punctuality; make referrals where necessary.
- Make contact with parents when there are issues of attendance and punctuality.
- Liaise with the Examinations Officer in all matters relating to exam entries and results.
- Lead on the organisation of Sixth Form Mocks.
- Lead on the organisation and participate in Post-16 interviews.
- Ensure that student identity cards are issued and kept up to date and oversee student applications for Post 16 travel passes and the like.
- Collate and communicate regarding all sixth form bursary information and liaise with the finance team to complete process

##### **2. COLAHG Promotion and Hospitality**

- Work with the Sixth Form team and other COLAT schools to coordinator and arrange Open Evenings and Parents' Evenings.
- Organise paperwork, refreshments etc., for Sixth Form meetings.
- In consultation with the sixth form leadership:

- Lead the organisation of interview days and school tours.
- Lead with organising social events: i.e. Leavers event and other special events.
- Ensure all course and sixth form publicity materials are available for main school parent evenings, option evenings and promotional evenings as agreed.
- Maintain noticeboards by displaying varied, positive and relevant information in Sixth Form areas.
- Supervise the Sixth Form areas, ensuring students are acting professionally and keeping the rooms tidy and equipment respected.
- Refer students of concern to the relevant Sixth Form leaders.
- Take responsibility for the collation of materials and preparation of the Sixth Form publications i.e. Prospectus, handbooks, and student information booklets.
- Greet visitors and assist with the preparation, service and clearing of light refreshments for meetings as directed by the Sixth Form leaders.

### **3. Data and Communication**

- Communicate positively with all stakeholders, maintaining a positive, professional and productive atmosphere in the Sixth Form area.
- Become familiar with the UCAS system in order to advise students.
- Investigate, record and respond to UCAS data.
- Contribute to the writing of UCAS applications.
- Liaise with the Examinations Officer and The Access Project manager.
- Use discretion and sensitivity when discussing issues with parents.
- Track all mail (electronic or otherwise) regarding progression opportunities and feed back to Sixth Form leadership.
- Filter mail to the Sixth Form leadership.
- Research progression opportunities when required.
- Update and produce timetables and personal data for auditors.
- Liaise with outside agencies when authorised by Sixth Form leadership.
- Maintain effective contact with the other schools in COLAT.
- Access, download and collate data made available to the school from other agencies.
- Keep records of progression routes, following completion of courses by students.

### **4. Enrolment**

- Organise the Sixth Form enrolment day.
- Timetable interviews for students.
- Organise the Taster Day for new students.
- Advise students on Further Education.
- Liaise with the Careers Advisor.

### **5. General**

- Undertake other duties deemed to be reasonable within the remit of the role.
- Undertake full first aid training and act as a school first aider.
- Undertake main school Reception duties when required.
- Undertake main school administration duties when required.
- Ensure that the above duties are carried out in accordance with the school's Race Equality and Cultural Diversity Policy.
- Take part in the school's Performance Management and Appraisal process.
- Be available for the weeks in which the A-level and GCSE examination results days are published (the second and third week of August) and sixth form enrolment days to collate paperwork and communicate details to other schools.
- From time to time, other administrative tasks will be required such as covering for other admin staff during absence, invigilating or sitting on the reception area.

**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Sixth Form Centre Administrator

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Educated to degree level or equivalent		✓
<b>Experience, Skills and Knowledge</b>		
Extensive experience of using ICT through data bases and electronic communication	✓	
Recent experience within an office environment	✓	
Qualified to administer First Aid		✓
Experience of administering payroll	✓	
Experience of using Microsoft Office Suite	✓	
Experience of working with young children and their families in a multicultural environment	✓	
Experience of setting up and running a range of administrative systems		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓
Knowledge and understanding of data protection and GDPR		✓
Knowledge and understanding of the SIMS administration system		✓
Accurate data entry skills	✓	
High level of organisational skill	✓	
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Have excellent interpersonal skills and be able to communicate effectively	✓	
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓
<b>Personal Qualities</b>		

Ability to engage in cooperative working to help the team achieve its goals	✓	
Ability to use authority to positively enhance outcomes for students	✓	
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	✓	
Ability to manage high workloads and prioritise tasks	✓	
Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to details	✓	
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc. and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	