



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Sixth Form Administrator
Salary Scale:	Scale 3 / 4, Salary Point 14 – 21: £18,657 - £21,984 per annum depending on experience
Working Hours:	36 Hours per week Monday – Thursday 8:30am – 4:45pm, Friday 8.30am – 4.30pm Term time plus two weeks
Purpose:	<ul style="list-style-type: none"> Provide effective administration in the promotion of the academic and personal development of all Sixth Form students. To manage the data required for the Sixth Form by the school for external and internal use. Provide administrative support for the Head of Sixth Form and Deputy Head of Sixth Form – Academic Lead and Deputy Head of Sixth Form – Well Being Lead
Reporting to:	Headteacher / Head of Sixth Form / Sixth Form Team
Disclosure level	Enhanced

Specific Duties

GENERAL DUTIES	<ul style="list-style-type: none"> Provide administrative support for the Sixth Form Team. Ensure the smooth running of the administration for the Year 11 options process. Be the first point of contact for external applicants for Sixth Form: arrange interviews and tours. Update and maintain applicant list; produce offer letters. Maintain individual student files. Ensure student contact details on SIMS are up to date recording and reporting on destinations and collection of alumni details providing administrative support for Sixth Form events such as careers fair Providing administrative support for timetabling purposes To manage all student admission to the Sixth Form, to include: Be responsible for the administration of Year 12 and 13 admissions process Arranging and monitoring the transfer of student files from other schools, including all assessment information Preparation of admission letters to parents/students and other relevant stakeholders Providing information, and responding to queries from staff, parents and other stakeholders in relation to the Sixth Form admissions policy and practice Update student records on to the school's safeguarding IT software Ensuring the accurate completion of the option process in the Sixth Form Working closely with the Admissions Officer to ensure that the Sixth Form admissions is clear and compliant. Being available to work during the week following the GCSE results to input the new intake of sixth form admission forms To maintain the school SIMS.net student database, ensuring that information is recorded accurately and that the data is reviewed and updated regularly To provide an efficient and courteous telephonist service for all Sixth Form incoming and internal calls and handle caller's enquires wherever possible Receive, direct and relay messages to staff and students as required (Sixth Form only) Support the Sixth Form team with the administration of Sixth Form specific events
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COMMUNICATION	<ul style="list-style-type: none"> • Process general correspondence with parents via email/ post or phone. • Process Saturday detention letters (for Sixth Form students which are not related to punctuality or attendance) home and keep a log of Saturday detention information onto SIMS • Organising meetings as requested by the Sixth Form Team or by a parent. • Plan, organise and publicise parent evenings and Academic Review Days. • Provide helpful and accurate responses to parent enquiries re. absence, etc. • Oversee the process of collating UCAS reports and September Guarantee destinations data. • Collect academic monitoring, evaluation, review data. • To organise and manage Sixth Form Induction Day and Future Pathways Day / Evening.
SIMS and INSIGHT	<ul style="list-style-type: none"> • Manage the accurate input and timely retrieval of student data, to include intake and transfer data and class lists. • Keep student records up to date to include student transfers, unique student numbers, medical and home data.
ATTENDANCE AND PUNCTUALITY	<ul style="list-style-type: none"> • Work alongside the School Attendance Officer in maintaining records to support the punctuality and attendance of Sixth Form students. Logging student requests for leave of absence onto SIMS and keeping a database on students attending taster courses etc • Managing the application of Home Study requests
ADMINISTRATION	<ul style="list-style-type: none"> • Be responsible for updating student timetables and highlight changes to appropriate managers, appropriate leaders. • Email parents to inform reports are ready to view on Insight. • Other administrative duties will include matters which relate to Sixth Form, e.g., Academic Review Days, Prizegiving arrangements, Year 13 Leavers Mass, Sixth Form Induction Days, intervention appointments, references, , September Guarantee and Mid Term Leavers, UCAS applications, archives, attendance, newsletters, organisation of trips, Speed Careers, Parent Consultation Evenings, emails • Collect material for the Sixth Form Weekly Bulletin and Future Pathways Bulletin and put bulletins together for Head of Sixth Form to approve before distributing to parents via PARS. • Sending out of letters to students with information for GCSE Results and / or Enrolment Days. • Providing Data Manager with Year 13 UCAS data. • Process enrolment forms for Enrolment Days. • Provide support on GCSE and / or Enrolment Days and dealing with option changes • Collation of promotional materials new enquiries for GCSE and / or Enrolment Days.

SUPPORT FOR THE SCHOOL	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend and participate in regular meetings. • Respect confidentiality at all times. • To carry out any such comparable duties as may be required by the school. • To assist with fire drills by producing daily registers.
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Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually 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 the School in relation to the post holder's professional responsibilities and duties.

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

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: