



Sixth Form Administrator

Queen Elizabeths Grammar School

Permanent

32.5 Hours per week, 41 Weeks per year

(Mon to Fri, 08:20hrs to 15:20hrs)

Pay Scale 4, £24,294 - £25,979 (£19,031 - £20,351 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic 6th Form Administrator to join our hardworking and high achieving team at Queen Elizabeths Grammar School.

As a 6th form administrator, you will contribute to the success of the 6th form by providing an efficient and effective administrative support and attendance management service.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeths Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.

- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please Sarah Smit 01335343658 ext. 11656 or email smit@queenelizabeths.derbyshire.sch.uk Further details about our school can be found on our website: www.queenelizabeths.derbyshire.sch.uk

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: Friday 8th December 2023 at midday

Interview date: Thursday 14th December 2023

Salary: Pay Scale 4, £24,294 - £25,979 (£19,031 - £20,351 Pro rata)

Potential Start date: January 2024



JOB DESCRIPTION

Post Title:	Sixth Form Administrator
Reporting to:	Head of 6 th Form
Responsible for:	To contribute to the success of the 6 th form by providing an efficient and effective administrative support and attendance management service.
Scale:	Scale 4
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

DUTIES AND RESPONSIBILITIES

- Undertake reception duties, welcoming visitors, maintaining a professional, safe and tidy reception area, dealing with general enquiries and being a first point of contact for all day-to-day matters.
- Ensure the school's signing in and out procedures are adhered to in respect of students and visitors, and that visitors are made aware of all relevant health and safety information.
- Provide administrative and clerical support as required, including to the Head and Deputy Head of 6th form.
- Ensure all printing/copying devices are in working order and always stocked with paper, reporting faults as necessary.
- Attend meetings and take minutes as required and maintain files of meeting minutes.
- Process incoming and outgoing mail, including internal mail.
- In consultation with the Head of 6th Form, co-ordinate the sixth form admissions process, administering both internal and external applications, requesting references for external applicants and arranging interviews between staff and external applicants.
- Co-ordinate 6th form events and activities, including parent consultations, open evenings, induction days, Higher Education evenings, visiting speakers and school photographs, overseeing all practical arrangements including accessibility and hospitality.
- Maintain accurate and up-to-date student records and files, including archived files, storing these securely and in accordance with the Data Protection Act and other relevant legislation.
- Provide information to staff for references for students as required.
- Help market and publicise the school's Bursary Fund.
- Process Bursary Fund applications in accordance with the Bursary Fund Policy.

- Receive telephone calls and messages from parents/carers reporting student absence, updating the school's management information system (MIS) accordingly.
- Register post 16 students arriving late.
- Ensure registers are completed accurately and on time, liaising with staff as necessary.
- Register students whose teacher is absent.
- Follow-up unexplained student absence with parents/carers in sensitive and timely manner.
- Process all student leave of absence applications in line with the Attendance Policy.
- Communicate effectively with staff, students, parent/carers and outside organisations as required.
- Develop and maintain positive relations between the school, students, parents/carers and other stakeholders.
- Any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives.
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities.
- Carry out the duties of the post in compliance with the Equal Opportunities Policy.
- Understand and comply with all other relevant policies.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's appraisal policy.
- Undertake any necessary training associated with the duties of the post.



Person Specification - 6th Form Administrator

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) Grade C or above in English and Mathematics Involvement in recent, relevant professional development Willing to undertake further professional development 	<ul style="list-style-type: none"> First Aid 	Interview and Application
Experience	<ul style="list-style-type: none"> Understanding of the importance of regular student attendance and issues around non-attendance Experience of working in a busy office environment fulfilling a range of administrative duties Knowledge of attendance legislation 	<ul style="list-style-type: none"> Knowledge of the UCAS process 	Interview and Application
Skills	<ul style="list-style-type: none"> Excellent communication skills both verbal and written Systematic and practical with strong organisational skills Self-motivated with the ability to manage time effectively and prioritise workload Able to work under pressure and to meet deadlines Proficient user of ICT including Microsoft Word and Excel Practical and resourceful with a 	<ul style="list-style-type: none"> Operational knowledge of SIMS or other school management information system Knowledge of minuting meetings 	Interview and Application

	<p>flexible approach to work</p> <ul style="list-style-type: none"> • Calm, patient and approachable in all situations with a strong customer care focus • Effective communications skills • Ability to work as part of a team or independently • Able to form and promote positive relationships with students, staff and parents • Able to deal with confidential information in a sensitive manner • Understanding of the importance of regular student attendance and issues around non-attendance 		
Knowledge	<ul style="list-style-type: none"> • Experience of working in a busy office environment, fulfilling a range of administrative duties 	<ul style="list-style-type: none"> • Knowledge of Health & Safety Regulations • Knowledge of attendance legislation 	Interview and Application
Personal qualities	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Willing to develop through appropriate CPD opportunities. • Ability to develop and maintain effective working relationships within differing contexts • Calm, patient and approachable in all situations with a strong customer care focus • Able to deal with confidential information in a sensitive manner 		