



Sunny View School

Sixth Form Study Centre Supervisor

Salary	c.€16.956
Location	Torremolinos, Málaga
Reports to	Head of Secondary, Head of Administration

Purpose of the role:

The Sixth Form Study Centre Supervisor will oversee the day-to-day running of the Sixth Form Study Centre, ensuring that students benefit from a calm and studious learning environment. They will also support with office administration relative to the needs of our school.

Role objectives:

- To supervise students working in the Sixth Form Study Centre during their study periods, when not in class, ensuring the area is silent and productive.
- To provide high quality administrative support to the Office.
- To act as first line of contact to all visitors/callers to the Sixth Form Study Centre and link between them and staff.
- To inform form tutors and Head of Sixth Form of any relevant incidences or observations that need to be addressed.

Prescribed Duties:

- To manage accurately registers of attendance (through iSAMS) ensuring that all absences are accounted for through necessary tracking/phone calls home (both daily attendance at school and study periods).
- To take the study period register.
- To sign students out in the exam periods.
- To proofread teacher reports.
- To be an initial point-of-contact for Sixth Form parents and students, providing information as necessary.
- To support the Head of Sixth Form and Careers' Advisor with the organisation and logistics of Enrichment activities and tutorial tasks and other relevant tasks.
- To record incidences on iSAMS in the student's profile if necessary.
- To oversee the supervision of the Study Centre to ensure it is a silent, productive environment
- To inform relevant members of staff of any important incidences.
- To support the office with office administration tasks as required (updating data on systems, process authorisations-permissions, closing files when students leave, archiving, transcripts for further and higher education, certificates, authorisations)
- Invigilation of public and mock examinations.
- To ensure that all duties are carried out with due reference to Safeguarding and confidentiality procedures.



Sunny View School

General Responsibilities:

- To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements.
- To contribute to the provision of a supportive, aspirational and effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.

Safeguarding:

Sunny View School is committed to safeguarding children and young people and we expect all of our staff to share this commitment. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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Person Specification:

	Essential	Desirable
Qualifications and professional development	Native English speaker / C2 CEFR certificate or equivalent	A working knowledge of Spanish
		Relevant professional qualifications
Experience	Experience in working with young people	
	Experience in using Office 365 or similar and databases and Management Information Systems, such as iSAMS	
Personal Qualities and Attributes	Proactive, an ability to take initiative and look for solutions	
	Hard-working	
	Excellent organisational skills	
	Ability to communicate effectively with the academic and admin teams	
	An ability to plan time effectively, meet required deadlines and to be accountable	
	An ability to remain calm under pressure	
	To work effectively as part of a team	