

The Royal Alexandra and Albert School

Sixth Form Administrator Job Description



Job Title:	Sixth Form Administrator
Contract type:	Fixed Term Contract until 31 August 2025
Reporting to:	Director of Learning KS5
Hours of Work:	33.75 per week, part-time 5 days per week, Monday to Friday, 37 weeks per year (term time plus 2 weeks)
Salary:	£18,232.44 (£24,047 FTE)

The Role

To provide efficient and confidential administrative support to the Director of Learning: KS5, the Sixth Form team and students.

Key Responsibilities

- Responsible for all queries relevant to sixth form - including telephone queries, email queries, contacting parents on confidential matters as well as routine ones, distributing relevant information to staff and students.
- Monitoring of attendance Periods 1 - 6 through Go4S; lates; pre-absences. Liaise with Deputy Head of Sixth Form re attendance patterns & tracking. Liaise with the Health Centre & houses over students resting in house. Assistance with tracking missing students. Correspondence home when needed and organising attendance meetings.
- Provision of administrative support for Year 12 admissions - internal and external application process, entering data into options programme, new student files etc. Prepare interview packs, assist with interview set-up, monitoring of option blocks, entry criteria & subject choices and completion of enrolment paperwork.
- Provision of administrative support to the sixth form team and students, including correspondence, student files, sixth form statistics (including alumni and census), post, purchasing of stationery/bursary items/prom items, meeting minutes as required.
- Creation & maintenance of student files - process starts right from application - liaise with the health centre and SEND as needed. Digital files as much as possible. Liaise with student services over year 11 files for incoming Y12s.
- Progress reports - Working with Data and exams Department to produce and check student reports as well as working with DoS in follow up communications to faculties and staff.
- Student Medical - liaise with the health centre over medical issues, including for trips. Monitor absences due to health issues, flag if needed.



Ambition



Courage



Integrity



Respect

- Completion of Post 16 Course Directory - data entry of all A Level courses offered, updated at least annually.
- To work with admissions in the set up of tours for prospective students.
- A Level results day administration and follow-up, monitoring of UCAS decisions.
- GCSE results day administration and follow-up, assist with enrolment for new year 12 students.
- Prospective Year 12 Open Evening - assisting with planning and development.
- Parents' Evenings - set up and monitor the online booking system.
- Support in the planning and running of Sixth Form events
- Set up and monitor Sixth Form Student IT Systems: Unifrog, UCAS and Your Journey for Life.

General:

- Attendance at some events outside school hours (Prom and Open Evening)
- To provide support to other members of the sixth form team (ie. tutors) as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.



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Person Specification:

Criteria	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment GCSE or equivalent level of education First Aid qualification (or willingness to undergo training)
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures
	Literacy	GCSE in English or equivalent
	Numeracy	GCSE in Maths or equivalent
	Technology	Ability to use a wide range of administrative IT packages Ability to use photocopier/printer Knowledge of Sims is an asset
Communication	Written	Ability to complete forms and write routine letters and reports Keen eye for proof reading is an asset
	Verbal	Ability to exchange complex verbal information clearly and sensitively with students and adults
	Languages	Overcome communication barriers with students and parents
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour management	Understand and implement the school's behaviour management policy
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Health & Well-Being	Understand the importance of physical and emotional wellbeing Ability to support students who may be unwell or are struggling
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families and carers and other adults



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	Team work	Ability to work effectively with other adults in the school Ability to work on own
Responsibilities	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety - willingness to undergo training
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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Respect