



## Featherstone High School Job Description

<b>Job Title:</b>	Key Stage 5 Administrator
<b>Grade:</b>	5
<b>Salary and Hours:</b>	Term Time only (40 weeks) 35 hours per week. One week to be worked during the summer holidays
<b>Hours of Work:</b>	<b>8.30am to 4.30pm</b> - This is subject to change depending on the school's requirements. You will be required to cover Student Services during your year group's respective lunch break however there may be instances when you will be required to be flexible to ensure sufficient cover in the team.
<b>Reports to:</b>	School Admin Manager
<b>Line Management:</b>	School Admin Manager and DHT

### Main Duties & Responsibilities

To provide a high level of admin support to Assistant headteacher and Heads of Year and any other duties and responsibilities of a similar administrative nature as allocated by the School Admin Manager. Responding to enquiries and passing appropriate information to staff in order to contribute towards effective learning in the school. Produce clear, concise, accurate information to support the Senior Leadership Team in raising standards of performance in school.

- Provide administrative and organisational support to AHT, TLR1s and Lead teachers (LT)
- Deal with queries relevant to the provision of support to AHT, TLR1s and LT including telephone queries, contacting parents on confidential and routine matters, distributing relevant information to staff and students - and respond to student requests for information and advice, referring to relevant staff as necessary.
- Input, maintain and update accurate student data on SIMs
- Producing statistical information reports for LT, TLR1s, SLT
- Meeting arrangements, taking minutes of meetings and the monitoring of action points arising from the meetings (this may include BTEC/TLR).
- Ensure all pupil files for your year group are kept up to date on SIMs and on file.
- Make appointments and bookings for parental evenings and provide administrative support.
- To ensure that a Free School Meal and 16-19 Bursary (*6<sup>th</sup> form only*) entitlement check is undertaken for all pupils. To ensure that the Free School Meal and Pupil Premium uptake remains as high as possible and accurate information is recorded on SIMs.
- Assisting with UCAS and Unifrog administration (*6<sup>th</sup> form only*).
- Working with 6<sup>th</sup> Form Front Desk, ensuring accurate records are kept of damaged netbooks and parent/carers are kept informed
- Co-ordinate the administration of KS5 work experience within the school ensuring that all students have; placements that meet legal requirements and have comprehensive job descriptions
- To administrate detention, including Lates, TLR/AHT and HT Detentions.
- Maintain the post – post 16 destinations database working with School Administrator
- Working with Ensuring enrichment and extra-curricular time table is kept up to date and distributed
- Working with SLT, LT, School Administration Manager, School Administrators to collate and organise information for school recognition awards (including Investors in Careers, BTEC Verification etc)

## **Attendance**

- Report any students who are truanting from lesson to SID, TLRs and Attendance & Welfare Officer
- Make sure all registers are completed with relevant marks in SIMs on time and ensure intervention (as well as extended day) lessons attendance is chased up. To ensure that the attendance data is accurate and up to date for the school census
- To work with Form Tutors and Head of Year to supply accurate attendance and punctuality data.
- Contribute to whole School attendance strategies and systems which promote social inclusion, engagement and educational achievement.
- To run daily and weekly punctuality reports for respective teams and tutor groups.

## **Finance**

- Ensure all payments are received via ParentPay and keep an accurate log of any monies collected.
- Chase up any outstanding debt.
- Ensure accurate logs are kept of 16-19 Bursary payments, netbook deposits, prom etc.

## **Admissions**

- Ensure new Year 12s and 13s are on roll including externals, chase up relevant documents references and ctf. files . Ensure Welfare and SEN Administrator is aware of SEN pupils and Senior Learning Mentor of any CP concerns
- Undertake the administration of 6<sup>th</sup> Form Induction and Enrolment. Working with the Data Officer to ensure 6<sup>th</sup> Form students are allocated to the correct courses
- To be responsible for the administration of student leavers including updating SIMs, contacting new schools and forwarding student records onto new schools along with exporting electronic leaver records using the S2S system.

## **Other Duties**

- To supervise and invigilate exams as when required.
- To administer first aid when required.
- To cover the Student Service reception during mornings, lunch time and any busy periods.
- Assist with key events (including Curriculum Weeks) within the academic year as required.
- Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and to support office member/colleagues as required in all areas.
- To assist when required on educational visits.
- Translation as required.
- To assist with school displays around the school.

## **School**

- To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
- To attend training and participate in personal/performance and professional development as required.
- To take care for their own and other people's health and safety.
- To be aware of and respect the confidential nature of issues.

## **Conditions of employment**

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

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.

All members of staff are required to participate in the school's appraisal scheme.

The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. It is not comprehensive statement of procedures and tasks but sets out the main expectations of school relation to post-holder's professional responsibilities and duties.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**By signing this document you are agreeing to undertake all duties stated within this job description.**

**Employee signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Manager signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

## Person Specification

**Job Title:** Year Team Administrator

	Essential (E) Desirable (D)
<b>Qualifications and Experience</b>	
Educated to A Level/Level 3 or equivalent	E
Relevant qualifications including GCSE A-C in Maths and English required	E
Experience of working in an office based environment a least 3 years	E
Experience of working in the education sector at least 1 year	E
First Aid Qualification or willingness to be trained	E
Experience of working in a post16 environment	D
<b>Professional Specification</b>	
Experience of using SIMs.NET	E
Experience of Microsoft Office	E
Administration and organisation skills	E
Experience of working in a confidential environment	E
Ability to produce and collate reports and publication materials	E
<b>Professional Skills and Attributes</b>	
Vision aligned with Featherstone High School's high aspirations and high expectations of self and others.	E
Ability to inspect and monitor reports, minutes and to take action to remedy any problems identified	E
The ability to work constructively in close harmony as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
The ability to carry out instructions and work with minimum supervision	E
Ability to communicate well in writing and face to face	E
The ability to identify own training and development needs and to cooperate with the means to address these	E
The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	E
The ability to multi-task	E
<b>Personal Qualities</b>	
A flexible and proactive work ethic	E
Attention to detail	E
Honesty and trustworthiness	E
A good record of attendance and punctuality	E
Ability to work under pressure and remain cheerful and composed.	E
Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E
Confidence and self-motivation	E
<b>Demonstrates the Commitment to:</b>	
Equal opportunities for all in the school community	E
Safeguarding and promoting the welfare of young people	E