

Kingsmead School

JOB DESCRIPTION

Post: Sixth Form Administrator

Grade: Scale 5

Hours (standard): 14.4hrs per week 0.4 days (Thursday and Fridays only – non-negotiable)
(45mins unpaid daily lunch), TTO (including x5 INSET Days) + 1 week = 40 weeks per year

Responsible to: Assistant Headteacher and the Academic and Readiness Leads for Sixth Form

Job Purpose

The role of the Sixth Form Administrator is to provide administrative support to the Assistant Headteacher for the Sixth Form and the Sixth Form staff and students. The Sixth Form Administrator needs to be able to work efficiently and independently and prioritise tasks. This is a crucial post in ensuring the smooth running of KS5 at the school, providing a first stop for enquiries, while promoting the positive ethos of learning in the Sixth Form.

Responsibilities / Duties

- Organise appointments and information for Assistant Headteacher of Sixth Form to ensure the progress and well-being of 6th Form students and their smooth transition between Key Stages; scheduling KS4 interviews, providing support for progression procedures including recruitment and induction events.
- Leading on the Applicaa recruitment of students; building reports, organising SLT interviews, monitoring attendance and interview outcomes, communicating with students on acceptance/declines to sixth form and managing student subject changes and transition.
- To be available the day before and the day after in August for GCSE Results day to lead on the external recruitment admin and supporting the Sixth Form Team finalising student numbers, enrolment, blocks and induction into the sixth form.
- Dealing with enquiries that are relevant to the Sixth Form (both internal & external). Ensuring that all information is passed on to the appropriate person and/or dealt with in collaboration with the Sixth Form Team.
- Dealing with all written correspondence including individual letters, report, minutes of meetings and changes to student timetables. Completing all other administrative tasks involved in the Sixth Form including records of students and their enrolment.
- Daily attendance reports, and follow up calls with parents to ensure high attendance in the Sixth Form. Processing and monitoring absence notes/ medical appointments and filing of student data.
- Attending a weekly attendance meeting with the AHT KS5, prepare attendance statistics and notes, prepare behaviour statistics and lead on the discussion in readiness for tutor actions.
- Input and updating pupil information; organising grouping for the timetable, use the database for retrieval of information and printouts; while distributing relevant information to staff.
- Working under the guidance of Assistant Headteacher and the Academic and Readiness Leads for Sixth Form regarding confidential issues where appropriate.
- Organising and preparing materials for Academic Board with Trustees, SLT and the Sixth Form Leadership Team.
- Processing student application for the Bursary Fund every term, making payments through checking student's attendance, PLR grades and student finance requests and informing students in writing of any discrepancies while keeping records of payments. Attending meetings and training with the Education Funding Agency (EFA) to ensure that the correct procedures are followed.

- Helping organise the Sixth Form contribution to the wider community by supporting the organisation of charity events and keeping a record of student opportunities and external experiences using the student 'enrichment form'.
- Producing and collating all statistical data that is associated with KS5 including reports information to the Education Funding Agency, course directory and Enfield Council Careers Department on the progress of Year 11 and 13 students and any students leaving Sixth Form.
- Any other duties from the Assistant Headteacher and the Academic and Readiness Leads for Sixth Form as required.

Line Management Responsibility:

n/a

Additional Duties:

- Undertake various clerical duties and record keeping as and when required.
- Carry out other reasonable tasks as directed by the Line Manager or member of the Senior Leadership Team.
- Performing other such duties as are reasonably correspondent with the general character of the post and are commensurate with its level of responsibility.

General:

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools' policies and procedures at all times.

Agreement:

Date of review: _____

Signed (post holder): Name (Print):

Signed (Line Manager): Name (Print):

Signed (Headteacher):