



Aspire | Commit | Succeed

Sixth Form Administration & Attendance Officer

Job Description

The Role: You will contribute to raising achievement within the Sixth Form by improving attendance and investigating persistent absence within the sixth form. You take a lead role in the administration of all sixth form related events and act as a first point of contact for student administration queries. You will support Sixth Form Tutors and all members of the Sixth Form team in their roles.

- Daily AM and PM Attendance & Punctuality Monitoring [SIMs and Inventory]
- Produce reports on attendance and punctuality using SIMs system
- Perform first day calling for absences and daily text for student absences
- Liaise with parents and appropriate staff regarding children with lateness and attendance concerns.
- Regularly update parents with attendance & punctuality concerns in writing.
- Keep records of students exceptional leave requests and respond in writing.
- Make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision
- Maintain student school records systems including collation and filing of reports, correspondence and student files.
- Support with internal student recruitment & transition procedures for Sixth Form
- Support with external student recruitment including the Organisation of Interviews, collating and reviewing references and organisation of conditional offer letters and tours for parents.
- Work closely with the data team to ensure correct CTFs and paperwork required to enrol students has been collected.
- Lead on admission tours for prospective students where necessary
- Undertake duties associated with the transfer of sixth form students to other schools and institutions.
- Generate, update and quality check student timetables using the SIMs system
- Support with administration of all Sixth form Events throughout the year
- Manage Bursary Administration for Year 12 and 13 students.
- Manage Sixth Form ChromeBook Provision for students in Year 11 - 13
- Ordering of administration resources for the Sixth Form and keeping student administration resources stocked.
- Process Letters of evidence required by students for Student Loans Company,
- University Admissions and other such agencies

- Support during Results Days [A Level and GCSE] and with administration of enrolment and post results day follow up tasks.
- Capture all Transition Information and support with the follow up of at risk students in Yr 11, Yr 12 and Yr 13
- Organise transition resources for all sixth form students at Level 1, Level 2 and Level 3 in Year 12 and 13 including University & College Prospectus materials
- Check Daily cover each morning and ensure cover work set by teachers is communicated to students and students are registered accurately.
- Provide general administrative office duties including those requiring the use of Microsoft Programmes and Google Drive Programmes
- Oversee the Year 13 study spaces in the Sixth Form area and ensure a quiet studious atmosphere
- Regularly review the sixth form area of the school website to ensure all information is up to date.
- Maintain orderly and safe office spaces.
- Support the Sixth Form Pastoral Manager with exam start and end procedures for all public and internal examinations.

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Person Specification

Introductory Note: All the criteria in the following list will be used throughout the selection process.

ABILITIES

- 1) Ability to operate a range of basic resources and equipment, including ICT
- 2) Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems
- 3) Ability to absorb and understand a wide range of information concerning the functions of the school
- 4) Ability to respond to a wide range of enquires from students and carers and to direct the, to the appropriate source of support within school
- 5) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team
- 6) Able to work on own initiative and prioritise workload within tight deadlines
- 7) Able to analyse data and extract reports and other information to be used by others.
- 8) Ability to build positive, supportive relationships with Sixth Form students
- 9) To have a positive outlook regarding all aspects of the school
- 10) Excellent written communication skills.

SKILLS

- 11) High standard of verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers
- 12) Good standard of numeracy and literacy skills
- 13) Good record maintenance skills including information retrieval

KNOWLEDGE

- 14) Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation
- 15) Knowledge of first aid procedures
- 16) Knowledge and awareness of Safeguarding and need for confidentiality

EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST

- 17) GCSE/NVQ level 2, or able to demonstrate an equivalent level of attainment through relevant qualification or experience.

EXPERIENCE

- 18) Evidence of successful clerical and administrative experience in a comparable working environment.
- 19) Previous experience of administrative role or a similar office role.
- 20) Experience of using SIMs, databases, Microsoft/ Google Drive and spreadsheets to manage and store data.

EQUAL OPPORTUNITIES

- 21) Understanding and commitment to the School's Equal Opportunities policy