

## **SIXTH FORM ADMINISTRATOR JOB DESCRIPTION**

<b>Reporting to:</b>	<b>Sixth Form Director of Learning</b>
<b>Grade/Salary:</b>	<b>FTE salary starting at £28,752 rising to £29,769 per annum Actual salary pro rata starting at £17,525 rising to £18,162 per annum.</b>
<b>Working Hours :</b>	<b>25 hours term time plus GCSE results day which is Sixth Form enrolment. Time will be taken off in lieu for this day.</b>

### **Main Purpose of Job:**

To provide administrative support for the day-to-day operation and strategic planning for the Sixth Form. You will be supporting the Sixth Form Director for Learning and Tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive.
- To provide effective clerical, administrative and pastoral support to Sixth Form students working closely with Head of Sixth Form.
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the students.
- Be aware of and support difference and ensure equal opportunities for all.
- Work as part of the Finance and Admin team taking a one team approach and attending and contributing to team meetings.
- Build excellent professional relationships with Sixth Form students, parents and other professionals in the school.

## Main Responsibilities

### Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately.
- Maintain effective administration in the absence of other administrative staff providing seamless cover as directed.
- Monitor attendance and punctuality of Sixth Form students using the school systems and liaise with parents, students and the Sixth Form team.
- Provide a pastoral role to students and raise concerns with teachers in accordance with school policies.
- Develop and maintain an active Alumni.
- Ensure opportunities are shared in a timely manner with students through our online communication systems.

### Administration

- Contribute to the Higher Education entry process by setting up, managing and co-ordinating the UCAS references. Support in training students in the application process and ensure applications are completed to a high standard. Support in processing applications to deadline.
- Prepare documentation for and communication around student enrolment, including interview schedules, managing correspondence with applicants and attending Sixth Form enrolment during the summer break.
- Coordinate the Sixth Form Study Support programme including timetabling, liaising with teachers, ensuring students attendance to these sessions.
- Build excellent professional relationships with Sixth Form students, parents and other professionals in the school.
- To be the first port of call for all Sixth Form interventions and all calendared events and provide appropriate administrative support.

- Assist in the promotion of and attend Open Evenings and other school events when required.
- Provide general assistance when required to the Headteacher, Deputy Headteachers, SLT, School Business Manager, Admin Officer (Admissions), Finance Officer and teaching staff; to include all aspects of school administration, photocopying, general word processing, correspondence, reports and standard letters to parents.
- Support students with changing courses.
- Liaise with Universities for visits.
- Support with trips and visits: Ensure all students complete the Sixth Form Absence Request form.
- Contribute to the production of a Sixth Form Admin Calendar.
- Co-ordinate and timetable the Sixth Form Enrichment programme.
- Collect, record, and administer monies, forms and letters for Sixth Form Enrichment e.g. Trips, UCAS.

### **Publications**

- Maintain up to date and positive information on the school website and other social media sites.
- Assist when required in the co-ordination and efficient production of school reports, publications and policies, ensuring compliance with school design guides and using paper-less methods as far as possible.

### **Data Management**

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times in accordance with GDPR.
- Maintain a database of information including applications for Sixth Form.

### **Safeguarding**



- Comply with policies and procedures covering child protection, health, safety and security.
- Contribute to safeguarding the welfare of students in the school.
- Participate in all Safeguarding training and maintain up to date knowledge of this.

#### **Performance and Line Management**

- Regularly reflect upon your performance, set targets, action plan and review your work.
- Keep an up to date professional portfolio (CPD file)
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Continue to learn and develop as a professional, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review.

#### **Other**

- Undertake such other duties as the Headteacher from time to time may direct.