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| **Job Title:** | **Sixth Form Administrator** |
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| **Salary:** | Band 3 – salary range £13,475 - £14,300 depending on experience |
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| **Hours of Work:** | Currently 30 Hours per week, term time plus 1 week |
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| **Post Objective:** | To work as part of the Support Staff with the responsibility of being the main point of contact for the Sixth Form. Dealing with all visitors to the Sixth Form in a professional, welcoming manner and answering, managing and directing all telephone calls to the school efficiently.  To provide administrative support to The Trinity Sixth Form and Careers and Work Experience.  To provide general administrative support within the main office |
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| **Accountable to:** | PA to the Headteacher |
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| **Duties, Responsibilities and Key Tasks:** | **Sixth Form Duties**   * Provide a reception service for Sixth Form. * Be the first point of call for student and parent queries. * Record any complaints and pass information to Head of Sixth Form. * Arrange appointments for parents/students to meet with members of the Sixth Form Leadership team. * Enter, retrieve and collate information relating to students on the SIMS database and ensure that it is correct and up to date. Provide statistical information from records as required. * Telephone the parent/carer to ascertain reasons for absence and record. * Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained. * To implement and oversee the admissions process for internal and external students wishing to join the sixth form. Collate admissions forms and all other information, Baptismal Certificates, subject choices and all other relevant information. * Update application forms, subject leaflets and any promotional material relating to sixth form admissions. Prepare information packs for new students. Taking students and parents on tours of the school if needed and occasionally organize tours with subject staff. * Assist in the preparation and setting up of the Sixth Form Open Evening; on the evening offering information, guidance and advice. * Assist in the preparation of Sixth Form Induction days. * Administer the Sixth From Bursary. * Arrange meetings for year 11 students and external students and parents to receive appropriate guidance with regard to sixth form. * Provide Secretarial service to the Sixth Form Leadership team. * Type confidential letters, make appointments, photocopy materials and provide telephone communication between the pastoral team and parents. * Provide administrative support with regard to the UCAS applications for the Careers Advisor and students. * Assist the Examinations Officer with results for A2 and GCSE examinations in August, answer enquiries relating to results. Keep a file of certificates not collected and arrange collection. * Dealing with challenging callers and visitors to the school and the handling of external complaints. * Signing for deliveries / collections. * Assist with the organisation of school photographs. Liaise with the photographer, collect envelopes containing order and payment. Distribute photographs when received. * Manage general financial administration e.g. the collection and recording of monies from pupils and parents. Sale of goods within the school. * Maintain current student files; ensure safe keeping of child protection files. * Dispose of any confidential information. * Undertake any other general duties that may be regarded as within the nature of the post as defined. * Provide clerical support, receiving, distributing and sending email, typing, photocopying and assembling documents, filing, minutes of meetings, process and format documents, amend timetables and data of students. * Responsibility for maintenance and ordering of supplies and equipment, including distribution and secure storage of the same and assisting with stocktaking cataloguing.   **Careers**   * To manage the Careers Interview process under the direction of the Head of Work Related Learning, arranging interviews and liaising with Futures Careers Advisor(s). * To assist the Head of Work Related Learning in an administration capacity to ensure the smooth running of the department. * Support any new developments post 16 such as Unifrog/ DANCOP/NCOP. * Establish constructive relationships and communicate with other agencies/ professionals such as DANCOP and NCOP and Futures. * Administration and liaison with staff/ pupils/ parents for the organization of school visits and extra-curricular activities.   **Year 10 Work Experience**   * To provide admin support for the Head of Work Related Learning to ensure the smooth running of the Year 10 Work Experience Programme.   **Other Duties**   * Be aware of and support difference and ensure equal opportunities for all. * To assist members of the SLT/ Pastoral Team to undertake pastoral duties as directed. * With the assistance of a member of the Senior Leadership Team, populate the school calendar * Perform any task or duty under the reasonable direction of the PA to the Headteacher. |
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| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. | |