

Job Description: Sixth Form Manager (maternity cover)

Scale: 17 - 20

Salary: £28,770 - £30,296 (FTE) £26,015 - £27,395

Start Date: ASAP

Hours: 37 Hours per week - 08:00-16:00 (15:30 Friday)

Working weeks: 41 weeks (39 + 2) **Paid weeks:** 47.15

General Description of Post

The postholder will be responsible to the Assistant Vice-Principal for the duties of this post. The Sixth Form Manager will manage all aspects of the Sixth Form, including admissions and attendance, working alongside other key Sixth Form staff to ensure the smooth running of the Sixth Form.

Key Duties and Responsibilities

Sixth Form Attendance and Data

- Record daily and process Sixth Form attendance data eg: monitoring and investigating first day unexplained absence, identifying trends and patterns and produce weekly, monthly and other timely reports as required.
- Collation and accurate recording of data held in SIMS, and other data held, in support of Sixth Form management/admin.

Sixth Form Manager

- Assisting with the organisation of Sixth Form outings, i.e. Safe Drive Roadshow, Leavers' Dinner (terms 1 and 6) etc.
- Assisting students with the completion of UCAS applications as well as preparation of all UCAS references (approx. 140 per year) and sending all UCAS forms.
- Updating ex-students references for UCAS (approx. 30- 40 per year).
- Analysis of UCAS applications for results day and for destinations information.
- Processing final references for other Year 13 students not applying to UCAS (approx. 65).
- Completion of job and college references.
- Updating Tutor Packs for all Sixth Form Tutors.
- Updating the Sixth Form Handbook and other documents to be sent out in September to Year 12 and Year 13 parents.
- Ensure all promotional display material is up to date and enhances the appearance of the Sixth Form in order to provide an attractive environment conducive to purposeful study.
- Support the Assistant Headteacher (KS5) and sixth form team as required, with administrative tasks.

Sixth Form Admissions

- Organising interview schedule for external applicants.
- Organising interview allocations to SLT for internal applicants (approx. 200 students).
- Preparation of letters to all applicants confirming places, clash queries and confirming Induction Day.
- Preparing results day letters for all external and internal applicants to Sixth Form – by email.
- Organisation of Registration Day for new Year 12 students.
- Processing final qualifications and authenticity of results.
- Contribute to analysis of student numbers and take appropriate action and forward planning in response to findings.

You will need to be self-motivated and well organised with good IT skills and the ability to plan and prioritise your workload. It is essential that you can work with diplomacy, sensitivity and absolute confidentiality at all times.

Other Duties

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

ADMINISTRATION DEPARTMENT

PERSON SPECIFICATION

Sixth Form Manager (maternity cover)

ESSENTIAL

DESIRABLE

Qualifications

5 A-C grade GCSE's or equivalent
Microsoft Office Software applications

Further or higher qualifications

Knowledge and Experience

- Management of specific areas of work
- Excellent ICT skills (Word, Excel etc.)

Personal Qualities

- Excellent communication skills
- Excellent organisational skills
- High expectations

Ability to work on own initiative

Ability to work in a team and alone

Positive attitude to personal development and training.

Great sense of humour and willingness to 'muck-in' with the Team, whatever may be required!

Smart appearance