



Job Title	Sixth Form Administrator
Level	Admin
Salary Scale	GLPC 7 to 9
Budget	N/app
Scope	To provide high quality administrative support with specific responsibility in Sixth Form. Up to 20% of time will be spent supporting whole school administration.
Line Management	To PA to Headteacher
Responsibilities	<p>Sixth Form Administration</p> <ul style="list-style-type: none"> • Support the organisation of all Sixth Form events (Open Evenings, Parents' Evenings, Visiting Speakers etc) • Liaise with Challoner regarding the Leavers' Ball, set up and collect payments on Parentpay • Liaise with the Deputy Head regarding updating the Sixth Form diaries • Organise applications for Head Girl and Prefect roles, update Head Girl Team noticeboard • Manage locker key distribution. Process payments for lost keys on Parentpay and order replacement keys • Collect leavers' photos orders and distribute to students • Assist in the process of Sixth Form bursary distribution • Ensure all student data fields are up to date and accurate in SchoolPod in preparation for the census <p>Sixth Form Attendance</p> <ul style="list-style-type: none"> • Manage all aspects of attendance and liaise with Richard Challoner Sixth Form • Receive calls from parents re sickness/absence/lateness and record on School Pod • Contact parents regarding any unauthorised absences • Alert teaching staff to missing session marks in registers • Produce SchoolPod reports and other student



	<p>attendance reports upon request</p> <ul style="list-style-type: none"> • Monitor lateness and unauthorised absences • Communicate detention to students via school email. Notify parents via email if student is placed on report for attendance issues <p>Sixth Form Admissions</p> <ul style="list-style-type: none"> • Update the Sixth Form Information Booklet and arrange publication • Responsible for recruitment administration: update online applications form, ensure applications are well organised and that all applicants are supported • Responsible for organising enrolment interviews and dealing with all aspects of enrolling students into SchoolPod • Manage Sixth Form student information in School Pod, updating student entries as required and ensuring all data is accurate <p>Sixth Form website</p> <ul style="list-style-type: none"> • Maintaining all information on the Sixth Form website: ensure information is accurate and up to date <p>Other</p> <ul style="list-style-type: none"> • Assisting with the production of ad-hoc projects (ie Sixth Form brochure) • Monitor Learning Zone at break and lunchtimes • Print fire list for the Sixth Form • Exam invigilation when required • Supervise Sixth Form study upon request
Note	Roles and responsibilities are subject to change in light of the needs of the school