



## **Sixth Form Administrator**

### **Chellaston Academy**

**Required to work 37 hours per week /42 weeks per year**

**Permanent**

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

QEGSMAT is seeking to appoint an enthusiastic, innovative member of staff at Chellaston Academy. The right candidate needs to be very organised. They will need to be experienced as well as friendly and approachable, working well as part of the team and being confident in communicating effectively in order to get the job done. It is expected that the successful candidate will have prior school office experience.

#### **We offer candidates:**

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

#### **The application process:**

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk).

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** 8<sup>th</sup> October 2021

**Interview date:** 15<sup>th</sup> October 2021

**Actual Salary:** Scale 4 £20,092 - £21,748 FTE (pro rated £18,279 - £19,786)

**Start date:** As soon as possible



## **JOB DESCRIPTION**

<b>Post Title:</b>	Sixth Form Administrator
<b>Responsible to:</b>	Head of Sixth Form
<b>Scale:</b>	Scale 4
<b>Weekly Hours:</b>	37
<b>Weeks Per Annum:</b>	42
<b>Post Objectives:</b>	To contribute to the success of the Sixth form by providing an efficient and effective administrative support and attendance management service.

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## **DUTIES AND RESPONSIBILITIES**

- Undertake reception duties; welcoming visitors, maintaining a professional, safe and tidy office area, dealing with general enquiries and acting as a central point of contact for all day-to-day matters;
- Ensure the school's signing in and out procedures are adhered to in respect of students and visitors, and that visitors are made aware of all relevant health and safety information;
- Process all incoming and outgoing mail, including internal mail;
- Ensure all printing/copying devices are in working order, reporting faults as necessary, and stocked with paper at all times;
- Provide administrative and clerical support to the Head of Sixth Form and Sixth Form Pastoral Team, as required;
- Manage the diaries and in-trays of the Head of Sixth Form, ensuring they are fully prepared for meetings and in possession of relevant information in good time;

- Attend meetings and take minutes as required, and maintain files of meeting minutes;
- Monitor levels of student attendance in relation to school targets and provide accurate and timely management information to colleagues as required in respect of individual students, class groups and year groups;
- Receive suitable cover work for teachers absent from 6<sup>th</sup> form lessons, liaising with Curriculum Leaders as necessary, and students, and registering students whose teacher is absent;
- Co-ordinate the 6<sup>th</sup> form admissions process in consultation with the Head of 6<sup>th</sup> Form, administering both internal and external applications, requesting references for external applicants and organising interviews between staff and external applicants;
- Co-ordinate 6<sup>th</sup> form events and activities, including parent consultations, open evenings, induction days, Higher Education evenings, visiting speakers and school photographs, overseeing all practical arrangements including accessibility and hospitality;
- Maintain accurate and up-to-date student records and files, including archived files, storing these securely and in accordance with the Data Protection Act and other relevant legislation;
- Manage the school UCAS account;
- Co-ordinate the university application process for students, including collating information for staff to use when writing references, checking student applications, ensuring all applications are processed and submitted in a timely manner, tracking offers received and preparing the annual record of leavers destinations;
- Provide information to staff for all other references for students including employment references;
- Record and monitor student destination data and higher education qualifications and degree class;
- Market the school's Bursary Fund with students and parents;
- Process bursary applications in consultation with the Finance Team and in accordance with the academy's policy;

- Oversee the attendance and performance of students in receipt of discretionary bursary payments in accordance with the school's policy, and communicate payment decisions to the Finance Team;
- Handle appeals in respect of non-payment decisions in respect of the discretionary bursary;
- Contribute to the academy's attendance plan, ensuring attendance targets are achieved or exceeded, communicating any areas for concern to the Head of Sixth Form and pastoral leaders.
- Oversee the applications and support with the administration of the Sixth Form Minibuses.
- Liaise with the finance department, students and parents to ensure Minibus payments are processed in a timely fashion.
- Receive telephone calls and messages from parents/carers reporting student absence, updating the school's management information system (MIS) accordingly;
- Register post 16 students arriving late;
- Ensure registers are completed accurately and on time, liaising with staff as necessary;
- Follow up unexplained student absence with parents/carers in a sensitive and timely manner;
- Process all student leave of absence applications in line with the school's attendance policy;
- To communicate effectively with staff, students, parents and outside organisations on all relevant matters;
- To develop and maintain positive relations between the school, parents and students; and
- Any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;

- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
  - Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
  - Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
  - Understand and comply with all other relevant policies;
  - Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's appraisal policy; and
  - Undertake any necessary training associated with the duties of the post
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This job description gives an accurate representation of the duties and responsibilities of the post holder:

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**QEGSMAT**

**PERSON SPECIFICATION**

**Sixth Form Administrator**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A* - C or equivalent</li> <li>Involvement in recent, relevant professional development</li> <li>Willing to undertake further professional development</li> </ul>	<ul style="list-style-type: none"> <li>Proficient user of ICT including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Certificates</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication skills both verbal and written</li> <li>Highly systematic and organised</li> <li>Self-motivated with the ability to manage time effectively and prioritise workloads</li> <li>Able to work effectively as an individual or as part of a team, even when under pressure</li> <li>Able to form and promote positive relationships with students, staff and parents</li> <li>Proficient user of ICT and able to present data in a useful format for decision making</li> <li>Practical and resourceful with a flexible approach to work</li> <li>Calm, patient and approachable in all situations</li> <li>Able to deal with confidential information in a sensitive manner</li> </ul>	<ul style="list-style-type: none"> <li>Operational knowledge of CMIS Facility or other school management information system</li> <li>Knowledge of minuting meetings</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Application form</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of the importance of regular student attendance and issues around non-attendance</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety Regulations</li> <li>Knowledge of attendance legislation</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Application form</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment fulfilling a range of administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the UCAS process</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible, innovative and willing to embrace new ideas</li> <li>• Enthusiastic and self-motivated</li> <li>• Willing to develop through appropriate CPD opportunities</li> <li>• Ability to develop and maintain effective working relationships within differing contexts</li> <li>• Calm, patient and approachable in all situations with a strong customer care focus</li> <li>• Able to deal with confidential information in a sensitive manner</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_