

JOB DESCRIPTION

SIXTH FORM STUDY SUPPORT ADMINISTRATOR

SALARY:	Band 2 SCP 3 -5
WORKING WEEKS:	40 weeks per annum
HOURS:	14 hours (Thursday, Friday) 8.30 am – 4.00 pm (30 mins lunch break)
RESPONSIBLE TO:	Head of Sixth Form

MAIN PURPOSE OF JOB:

- To provide support to sixth form students, the Deputy and Head of Sixth Form.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are to be carried out throughout the year as necessary.

- Liaise with, and provide administrative support to the Sixth Form Team, regarding Bursary payments, students' concerns, attendance issues and any day-to-day matters.
- To assist with administration of work experience.
- To liaise with parents, responding to queries concerning attendance and any other administrative matters.
- Assist other support staff in maintaining punctuality of all students to lessons.
- Ensure that information regarding student absence is logged in the attendance diary and entered on CMIS. Complete absence forms as necessary.
- Ensure that relevant staff are aware of attendance and pastoral issues.
- Check that those students who do not have a lesson Period 1 have signed in at Elmwood and instigate truancy calls for those students for whom no information has been received.
- Speak directly to students regarding attendance concerns and, if necessary, make telephone calls home.
- Supervise study areas in Elmwood.
- Ensure that students use study time effectively and are punctual to lessons.
- Monitor Sixth Form signing in/out book.
- Distribute information from departments to Sixth Form students.
- Assist with Sixth Form evenings held during the school day and off site with prior arrangement.
- Maintain year 13 registers for absent staff.
- Monitor the impero system and computer usage.
- Ensure students adhere to the school dress policy and pass information to the Sixth Form Team regarding those students who do not comply.
- Keep student files up to date.
- Ensure that any events dealt with by Elmwood staff are entered on CMIS.

- Support the teaching and learning in the school in ways designated by the Headteacher or her/his substitute.
- Attend in service training events as directed.
- Work as part of a team putting the academy's mission statement into practice.
- Must be prepared to undertake first aid training and to carry out first aid duties if required.
- Undertake bus duty as required.
- Supervise the sixth form at break times in Elmwood.
- To attend some Sixth form events out of core hours.
- Any other duties as directed by the Headteacher/Deputy Headteacher.

Conditions of Service are as described in the relevant national agreements and in the Catholic Education Service Contract, which you must sign.

I have read this job description and I will undertake the duties outlined, in line with Saint Benedict Catholic Voluntary Academy's policies and procedures.

Signed Date