

Job Title	Sixth Form Administrator
Grade	Scale 4.7 – 4.10
Reports to	Director of Sixth Form – Assistant Vice Principal
Liaison with	Director of Sixth Form. Assistant Vice Principal, Teaching and Support Staff, Parents, Visitors and External Agencies
Job Purpose	To provide an efficient and professional secretarial, administrative support to the Sixth Form Team. Tom manage and co-ordinate Personal matters
Duties	<ul style="list-style-type: none"> ▪ To ensure the Director of Sixth Form is briefed for all meetings, relevant correspondence, documentation ▪ To provide administrative support to the Sixth Form Team including the Sixth Form tutors. ▪ To monitor and support excellent attendance and punctuality. ▪ General typing of memos, letters home, round robins, etc. ▪ To use own initiative in dealing with telephone calls and correspondence on behalf of the Director of Sixth Form. ▪ To maintain and keep the Director of Sixth Form's diary and arrange appointments as necessary. ▪ To receive and deal with enquiries from parents, staff, students, governors and outside agencies both over the telephone and in person. ▪ To supervise students in the Study Room ▪ Ensure completion of Census for KS5 ▪ Maintain daily attendance registers & contact absentees – update Director of Sixth Form ▪ Provide weekly attendance reviews for Sixth Form team and Form tutors ▪ Provide administration of detention system ▪ Provide administration of trips/visits ▪ Administer Easter revision sessions ▪ Assist in Sixth Form room bookings ▪ Provide Administrative support for Enrolment Days, Results days, 6th Form Parents' Evenings, Open Evenings, Taster Day and other 6th Form Events ▪ Provide Administrative support and arrangements for Speech Night ▪ Maintaining up to date records of student's destinations ▪ To lead the organisation of student recruitment into the 6th Form ▪ Arrange student induction interviews ▪ Responsibility for administration of Bursary system, i.e. monitoring and management of registration and attendance; authorising of weekly payments; setting target dates for authorising payment of bonuses; make final decisions about bonus payments. ▪ Preparing references for past students. ▪ Upkeep of students' personal files. ▪ Preparing Sixth Form Handbook and Summer work booklets

	<ul style="list-style-type: none"> ▪ Ensuring students follow Fire evacuation procedures and provide all tutors with registers – call home for any students missing. ▪ Upkeep of students' personal details on SIMS. ▪ Collating information for prospective students e.g. references, predicted grades, etc and arranging interviews for these students. ▪ Collating information from prospective year 11 students e.g. inputting their subject choices, arranging interviews with Sixth Form staff. ▪ Liaise with students and staff in respect of UCAS application. ▪ Producing agendas and taking minutes of regular Sixth Form Team Meetings and Key Stage 5 Tutor Meetings. ▪ Design, create and produce forms, certificates, etc as required. ▪ Record and retrieve data, supply information in response to requests and make reports as required. ▪ Find, locate, select, analyse and prepare information to support Sixth Form accountability and decision making. ▪ Administration for Academic Review Day ▪ Support the Director of Sixth Form with the use of data to identify underperforming students. ▪ Support the Director of Sixth Form with the checking and quality assurance of the mentoring system. ▪ Support the Director of Sixth Form with the organisation and implementation of the parent voice and student voice programmes. ▪ Assist in the organisation and development of the guest speaker programme. ▪ Support the Pastoral Manager in dealing with students' queries and concerns both academically and pastorally.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

General heading	Detail	General Examples	Specific examples
Qualifications & Experience	Specific qualifications & experience	Relevant to post Include experience of working with children where relevant	‘O’ Levels (A-C grades). Excellent shorthand and word processing skills. Secretarial/administrative experience at a high level. Computer literate – proficient in Word, Excel, Publisher, Outlook and SIMS. Excellent knowledge of Education Maintenance Payment administration and procedures. Excellent knowledge of school policy and procedures including an awareness of religious/cultural differences.
	Knowledge of relevant policies and procedures	e.g. First Aid, Financial Procedures, School procedure/policies – Some policies procedures are covered in relevant sections below e.g. H&S, Behaviour Management, Child Protection	Knowledge of safeguarding, including child protection training and clear knowledge of discipline procedures.
	Literacy	Level of literacy required, including qualification level where required	Continual high levels of literacy are required when communicating with students, parents, teachers and outside institutions including university admissions tutors. Qualification A-C O-Level/GCSE.
	Numeracy	Level of numeracy required, including qualification level where required	Continual updating of Sixth Form statistics, including recruitment and retention figures, percentage of students on roll per subject, attendance and punctuality statistics, numbers achieving higher education places, etc. Qualification A-C O-Level/GCSE.
	Technology	Ability to uses equipment e.g. photocopier, specialist equipment e.g. for	Continual use of all office equipment e.g. photocopier, scanner, fax etc. Excellent knowledge of SIMS, Excel,

		technicians, IT packages etc.	Word, Publisher, Outlook.
Communication	Written	Form filling, letter writing, report writing	Ability to write detailed reports. Ability to write routine letters. Ability to write references for past and present students.
	Verbal	Ability to exchange information clearly, presentation skills, training etc.	Listening Skills. Ability to exchange routine verbal information clearly with children and adults. Ability to exchange complex and sensitive information in a firm and non-ambiguous way. Ability to express own views and opinions.
	Languages	Any specific requirement to have a second language, signing etc.	
	Negotiating	Requirement for consultation, and negotiation	Ability to consult effectively with students and adults. Ability to motivate/encourage/empower students/adults. Ability to negotiate with external companies e.g. negotiating the costs of publishing the Sixth Form prospectus and Student Planners.
Working with children	Behaviour Management	Knowledge level of behaviour management policy plus any specialist skills	Ensure Sixth Form students behave appropriately in their designated areas. Understanding and implementation of school behaviour management policy.
	SEN	General - understand and support the differences in people Any specific skills, knowledge or qualification	Understand and support the differences in students and adults and respond appropriately. Be aware of students' SEN and IEPs where appropriate.
	Curriculum/School organisation	Knowledge level of the school curriculum Any specific skills, knowledge or qualification For those not directly supporting children this	General understanding of the school curriculum. Specific knowledge of the Key Stage 5 curriculum including academic and enrichment qualifications. Organising the exam entries

		may include areas such as exams procedure, timetabling etc.	for the Progression for Personal Development qualification at Level 3.
	Child Development	Level of understanding required of the way in which children develop	An understanding of the way in which students develop. Understanding of different developmental stages and the impact of experience on these developments on all students, in particular at Key Stage 5. Understand and support students in transition from year 11 to year 12, year 12 to year 13, year 13 and beyond.
	Health & Well being	General and any specific requirements to promote and support physical and emotional wellbeing	Take responsibility for own wellbeing. Understand and promote our healthy school policy. Be aware of health and emotional issues of Sixth Form students.
Working with others	Working with partners	Ability to forge networks/links, internal and external partners	Understand and value the role of parents and carers in supporting students. Know when, where and how education and support services can be accessed. Forging links with other Sixth Forms, local universities, outside agencies used as part of the guest speaker programme.
	Relationships	Abilities to form appropriate and productive relationships with relevant groups – children, colleagues, governors, parents etc.	Ability to establish rapport and respectful and trusting relationships with students, their families and carers and other adults using appropriate communication styles. Ability to build open and honest relationships. Have firm and established links with Team Leaders, Sixth Form Tutors and all administrative and support staff.
	Team work	Requirements to work within team and/or independently	Work effectively as part of a team. Ability to work independently. Ability to work on own initiative. Know when and how to seek

			<p>support.</p> <p>Know when and how to hand over control.</p> <p>Knowledge of own position within a team environment and the boundaries which apply.</p>
	Information	Following/giving instructions, requirements to provide information	<p>Ability to record and report observations in an appropriate manner.</p> <p>Ability to distinguish between opinion and fact and to be objective.</p> <p>Ability to provide information upon request to all parties associated with the Sixth Form.</p> <p>Excellent ability to follow instructions.</p>
Responsibilities	Organisational skills	Requirements of the post	<p>Ability to be proactive and initiate action.</p> <p>Excellent organisational skills and ability to prioritise workload.</p>
	Line Management	Any line management, supervisory requirements	To supervise students in the Sixth Form area on a daily basis.
	Time Management	Requirements of the post	Excellent time management skills essential in order to ensure workload is prioritised effectively and deadlines are met.
	Creativity	Requirements for initiative, original thinking, creativity, innovation etc.	Use own initiative, original thinking etc, when developing the Sixth Form Prospectus, educational literature, Sixth Form certificates and promotional material.
General	Equalities	General and any specific requirements	Demonstrate commitment to treating all people fairly.
	Health & Safety	General and any specific requirements	Follow and actively promote the school's healthy schools policy.
	Child Protection	General and any specific requirements	<p>Understand what is meant by safeguarding and the different way in which students can be harmed.</p> <p>Understand and comply with child protection procedures.</p>
	Confidentiality/Data Protection	General and any specific requirements	Understand and comply with procedures and legislation

			relating to confidentiality.
	CPD	Demonstrate evidence of commitment	Complete regular performance reviews. Have regular line management meetings to continue to maintain and develop the role of Sixth Form Administrator. As part of the Sixth Form Team continue to promote the positive ethos of the Sixth Form.