Job Description - Sixth Form Administrator

Job Title: Sixth Form Administrator

Date of review of Job Description: Jan 2016

Conditions of Service: NJC for Local Government Service Grade 6

Establishment: Wood Green School
Location: Woodstock Road, Witney, OX28 1DX

Responsible to: Head of Sixth Form

Working Time: 37 hours per week, term time only, plus 4 weeks worked during the school holidays. Expected to work for the last 3 weeks of the summer holiday plus Inset days. Additional time worked by agreement will be given as time in lieu.

Responsible for: Making a significant contribution to a successful Sixth Form learning environment.

Key purpose of Job: To provide confidential management and administrative support for the day-to-day operation and strategic planning for the Sixth Form, including support to teachers in raising standards of teaching and learning. You will be supporting the Head of Sixth Form, Assistant Head of Sixth Form and Tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

Duties:
1. Manage, plan and co-ordinate the administration of the department
2. Support the Head and Assistant head of Sixth Form in communications with students, parents, consortium partners and agencies as required.
3. Provision of a first point of contact with students, parents, external agencies and universities. Receiving visitors, speakers and prospective students and showing visitors around
4. Primary contact for SF student pastoral issues
5. Prepare all the data for the Census, linking with staff to ensure that the data is inputted accurately
6. Using SIMS and PARS, track and evaluate attendance and punctuality data, liaising with tutors and parents to improve these through the Attendance Monitoring process. Identify patterns to inform appropriate action
7. Liaise and assist the Work Experience Administrator to communicate with employers and track students placements
8. Producing and manipulating data and reports as required
9. Monitor, intervene, praise and sanction student conduct within the Sixth Form Centre
10. Manage the information flow by establishing and refining processes and procedures
11. Under direction, to liaise effectively to ensure that information is shared appropriately.
12. To support the preparation for new student admissions, and ensure a fully coordinated process is operated, ensuring that staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation.
13. Promote equality and enable the educational and social inclusion of all students.
14. Contribute to the Higher Education entry process by setting up, managing and co-ordinating the UCAS Reference tracker. Train students in the application process and ensure applications are completed to a high standard. Process applications to deadline
15. Support the HO 6th in the implementation of the Raising achievement programme.
16. Administer the Yr 11 SF interview and induction process including supporting the SF Open Evening and Induction trip if required
17. Support and facilitate the Community Award programme for students
18. In consultation with the HO6th arrange and plan the Enrichment programme, by identifying and vetting speakers and arranging a programme of speakers and activities throughout the year
19. Liaison with administrators within the Witney Consortium (The Henry Box School and Abingdon and Witney College) to facilitate the effective working of the partnership
20. Ensuring students and staff are made aware of timely information via the daily bulletin
21. Routine administration to include distribution of internal/external Sixth Form mail. Photocopying and related liaison with Resources Centre and Finance Office
22. Liaise with the Examinations Officer with regard to the organisation of examinations and dissemination of examination entry information. In addition to administer mock exams and mock exam re-sits
23. Maintain the SF website and tweet news
24. Maintain the Further and Higher Education resources in the Sixth Form Centre
25. Maintain accurate and up-to-date, centrally-held records of students on PARS, SIMS and produce reports and statistics as required e.g. leavers, retention and student destinations. Create and maintain material for the Sixth Form Profile, School Development Plan, Ofsted etc.
26. Manage all associated filing including overseeing, archiving and retention of 6th Form student records
27. Liaise appropriately with the Sixth Form tutor team regarding all relevant administrative issues
28. Manage the admissions and leavers’ processes via SIMS with information gathering, communications with students and parents
29. Student and parent voice, set up questionnaires on Survey monkey and produce reports for the HO6th
30. Administer 6th form Events, e.g. Open Evening, Awards Evening, The Leavers’ Ball and attend other 6th Form events when required
31. Research, cost and administer 6th Form trips
32. Administer key 6th from processes, e.g. the Tutor Monitoring programme
33. Administering the 16-19 Bursary, record keeping and liaising with Finance Department and the HO6th for authorisation.
34. Data input, including maintenance of student records and student planned hours and updating changes to student courses on SIMS
35. Involved in the production of the 6th Form Prospectus and results publicity.
36. Arrange & minute meetings
37. Be responsible for the day to day supervision of the Sixth Form Centre: students and facilities, including overview of IT equipment and caretaking issues and auditing resources
38. Be current in immediate first aid training
39. Logging and reporting maintenance issues to the Premises Manager
40. Any reasonable task as directed by the Head of Sixth Form
41. In addition general admin tasks as required for the main office during the holiday periods

General
- Undertake any necessary training
- Attend staff meetings where relevant

Health and Safety
- To have due regard for health and safety in the workplace
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy
- Co-operate with health and safety requirements
• Report all known defects
• Use, but do not misuse anything provided for your health, safety and welfare
• Do not undertake unsafe acts
• Inform Head of Establishment of any ‘Near-Misses’
• Be familiar with the emergency action plans for fire, first aid and security issues
• Undertake specific designated duties regarding emergency evacuation
• Raise health and safety and environmental issues with students

Organisational effectiveness
• Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

Responsibilities and Accountabilities:

Child Protection
Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Standards and Quality Assurance
• Support the aims and ethos of the school as identified in the staff handbook
• Promote and model good relationships with pupils, colleagues, parents and visitors
• Set a good example in terms of dress, punctuality and attendance.
• Participate in training and take a lead in own professional development
• Participate in the School's staff appraisal process

Notes:
• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Sixth Form Administrator
# Personal Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Qualifications</strong></td>
<td>Qualified to A level standard or equivalent as a minimum, excellent written and oral communication skills.</td>
<td>Qualified to Degree standard.</td>
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<td><strong>Knowledge and Experience</strong></td>
<td>Expertise of IT including Microsoft office, coupled with a willingness to learn applications</td>
<td>Confident working knowledge of SIMS and PARS, Content Management Systems, twitter experience. Significant previous experience of working in an educational environment</td>
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<td><strong>Skills and Ability</strong></td>
<td>A self-starter with strong interpersonal and organisational skills</td>
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<td><strong>Personal Characteristics</strong></td>
<td>A capacity to work flexibly in an environment which requires patience, calm, diplomacy, tact and confidentiality</td>
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<td><strong>Special Requirements</strong></td>
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<td>Some evening work i.e. Academic Awards Evening, Sixth Form Open Evening</td>
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<td>The School day commences at 8.00am</td>
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