

Job Description

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|---|--------------|--|---|-----------------------|----------------------|
| Job Title | | SENIOR SIXTH FORM SUPERVISOR & ADMINISTRATOR | | | |
| Service Area | | Secondary School | Function | Administration | |
| Team | Admin | Hours | 8.00am-4.00pm Termly time plus 2 weeks | Grade | LBR 6 (26-28) |
| Reports to: | | Head of Sixth Form / School Business Manager | | | |
| Responsible for (include People and resources) | | Day to day support and supervision of Sixth Form Open Study and Sixth form administration and Whole School Attendance | | | |
| Purpose of Job | | | | | |
| <div>1. To assist the Head of Sixth Form in providing administrative support. The post holder will contribute to all aspects of the team’s functions providing the highest levels of support and challenge to all team roles and the highest level of customer service to the wider school.</div> <div>2. To line manage the Sixth form admin team including the arrangement of Cover, break/lunch-times and after school events.</div> <div>3. To supervise the Open Study in Sixth form to a high standard ensuring students are well behaved and are focused in learning. To cover Private Study, as required.</div> <div>4. To oversee and assist with the maintenance of the school student database and collection of student data. Provide statistical reports of student information as requested.</div> <div>5. To be responsible for and assisting with providing accurate information for various statutory returns and ensuring accurate student data for annual CENSUS return.</div> <div>6. To be responsible for monitoring sixth form attendance and punctuality, reporting any concerns to Head of Sixth Form on a regular basis.</div> <div>7. To deputise the Attendance Officer during absence, including overseeing the day to day attendance administration for the whole school.</div> | | | | | |
| Major duties and responsibilities | | | | | |
| <div>1. To line manage the Sixth Form administrative staff and ensure a full administrative support for the Head of Sixth form and the Sixth Form team.</div> <div>2. To be responsible for ensuring cover at all times in the Open and Private Study areas, including break-times, lunch-times and after school events – as necessary.</div> <div>3. To be responsible for organising administration and staffing for events, i.e. Sixth form enrolment days, Sixth form Open evenings and A Level results days.</div> <div>4. To be responsible for and assist with ensuring the accuracy of the student database for the annual CENSUS return. Entering student data onto the computer from applications received for admission for all sixth form students. Checking admission application forms and requesting further information from parents and school where necessary.</div> <div>5. To supervise the Open Study in Sixth form to a high standard ensuring students are well behaved and are focused in learning. To cover Private Study in the event of staff absence.</div> <div>6. Administering and monitoring daily attendance and punctuality. Checking each morning and contact home by phone/text service if students are not in school.</div> | | | | | |

7. To act as first line of contact to parents in relation to attendance and truancy. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance.
8. To ensure registers are always taken, are accurate and maintained in a timely manner, working collaboratively with form tutors, CTLs, and other colleagues to ensure that presence, lateness, unauthorised or authorised absences are recorded accurately and reliably in a manner that support relevant School Policies.
9. Produce attendance reports and follow up unauthorised absences on a weekly basis.
10. To deputise the Attendance Officer during absence, including overseeing the day to day attendance administration for the whole school. Daily tasks will include supporting the school's Attendance and Admissions Officer during busy periods.
11. To minute meetings as required by Head of Sixth Form and SLT.
12. To support with the administration of educational visits, ensuring all medical information and emergency contact details are accurate and timely.
13. To be responsible for the administration of student admission procedures. Liaising with other schools and to provide suitable induction documentation for students admitted mid-term.
14. To ensure Sixth form student files are archived in a timely manner, working alongside the Main School Office Manager.
15. To ensure the Sixth form filing system is up-to-date and distributed fairly amongst the team.
16. To operate computerised systems using standard software applications including those used in the school office including Microsoft Word, Excel, Access and Outlook.
17. To cover the reception area in the event of staff absence and busy periods.
18. To be flexible with working patterns and to provide cover for open evenings, parent events and school events.
19. To work 2 weeks on the summer holiday, last two weeks in August for the Sixth Form enrolment days.
20. To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.

General

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment

| Person Specification | | | |
|--|---|---|---|
| L = assessed through application, reference and evidence I = assessed at interview E / D Essential / Desirable | | | |
| Education to a high level – at least A Level / Degree level or equivalent in a relevant skills and knowledge area preferred. | L | I | D |
| Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases). | L | I | E |
| Relevant qualification in office administration and/or ICT applications or substantial relevant experience | L | | D |
| Experience of running effective administrative, clerical and MIS systems. | L | I | E |
| Evidence of continuing professional development and willingness to expand levels of responsibility in accordance with the changing needs of the school. | L | | E |
| Willing to work as a member of the team and make a positive contribution to the team's effectiveness | L | | E |
| A record of the ability to create a united, committed and highly effective staff team. | L | I | E |
| Evidence of the ability to manage and direct others in their work. Evidence of managing change. | L | I | E |
| High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels. | | I | E |
| The ability to follow instructions accurately, but make sound judgments and lead when required. | L | | E |
| Familiarity with school administration systems and knowledge of SIMs, Electronic Register Systems and Parent pay or similar cashless management systems. | L | | D |
| Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases). | L | I | E |
| Strong interpersonal and oral communication skills. | | I | E |
| Hard working, conscientious and accurate. | L | I | E |
| Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. | | I | E |
| An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education. | L | I | E |
| Motivation to work with children and young people. | L | I | E |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people. | | I | E |
| Emotional resilience in working with young people. | | I | E |
| A commitment to the safeguarding and welfare of all students. | | | E |
| Experience of having worked successfully in at least one school. | | I | D |