



## Job Description: Sixth Form Administrator

**Reporting to:** Office Manager

**Start date:** As soon as possible

**Salary:** Band 6 (£20,395 - £24, 989)

**Hours:** Full Time (36 hours a week, 52 weeks per annum).

**Disclosure level:** Enhanced

### Key purpose of role

To provide excellent administrative support for the day-to-day operation of the Sixth Form, including supporting the Vice Principal (Head of Sixth Form), tutors, pastoral leaders(PLs), teachers and SLT in raising standards of teaching and learning. To provide administrative support to the Vice Principal (Head of Sixth form) and KS5 Pastoral Leaders and ensure a welcoming and supportive service for students.

### Duties

1. To manage, plan and co-ordinate the administration of the sixth form
2. To support the Vice Principal (Head of Sixth Form) and KS5 Pastoral Leaders (PLs) in communications with students, parents and external agencies as required.
3. To provide a welcoming reception and be the first point of contact with students, parents and external agencies.
4. To track and evaluate attendance and punctuality data, liaising with tutors, parents and PLs to improve these through the attendance monitoring process. To identify patterns to inform appropriate action.
5. To monitor, intervene, praise and sanction student conduct within the Sixth Form.

6. To support the preparation for new student admissions, and ensure a fully coordinated process is operated, communicating with all stakeholders effectively.
7. To work with the Office Manager in establishing and refining Sixth Form administrative processes and procedures.
8. To provide administrative support to the PL responsible for UCAS applications. Processing applications to a deadline.
9. To provide day to day administrative support to the Vice Principal, Head of Sixth Form, acting as a PA.
10. To maintain records and provide administrative support in respect of behaviour management, liaising with teachers, parents, students etc.
11. To coordinate the allocation of student lockers, ordering and replacing keys as required.
12. To administer the Year 11 Information, Advice and Guidance interviews and induction process, including supporting relevant Open Evenings.
13. In consultation with the KS5 PLs, to support the organisation of the KS5 enrichment programme.
14. To support the administration of the Give Back programme, work experience, independent study, speakers programme, student leadership, INA passport etc.
15. To undertake routine administration to include the distribution of internal/external Sixth form mail. Photocopying and related liaison with the Media Resources Officer, Finance and HR offices.
16. To maintain the Further and Higher Education resources in the Sixth Form
17. To maintain accurate and up-to-date centrally held records of students on the Academy's MIS system and produce reports as required e.g. leavers, retention and student destinations.
18. To create and maintain material for the Sixth Form profile, AIP, Ofsted etc.
19. To manage all associated filing including overseeing, archiving and retention of 6<sup>th</sup> Form student records
20. To liaise appropriately with the Sixth Form tutor team regarding all relevant administrative issues.
21. To manage the admissions and leavers' processes via the MIS with information gathering, communications with parents and students.
22. To administer 6<sup>th</sup> form events, e.g. open evenings, awards evenings and other Sixth Form events as required.
23. To research, cost and administer Sixth Form trips.
24. To administer the 16-19 Bursary, record keeping and liaison with the Finance Department and FRD for authorisation.
25. To input data, including the maintenance of student records, student planned hours and updating of student courses.
26. To arrange and minute meetings as required.
27. To be a First Aider

28.To undertake general administrative tasks as required

### Other

- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate.
- To maintain a presence around the Sixth Form to ensure that the highest standards of behaviour and site usage are upheld.
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- To be active in issues of staff and student welfare and support.
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.
- To be actively involved in the Academy's extracurricular/enrichment provision.
- To act as First Aider
- To undertake whole school duties as required (e.g. break, knox field)
- To undertake training and development relevant to the post and in line with the Academy's priorities.
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.

# Person Specification: Sixth Form Administrator

## Qualification criteria

- Qualified to work in the UK
- Maths and English qualifications to grade C GCSE/O level or equivalent
- Relevant qualification in office administration and/or ICT applications (desirable)
- First aid qualification or willingness to undertake a first aid qualification

## Knowledge and Experience

- Experience of having worked successfully in at least one school, in an urban, multi-cultural setting, with students from backgrounds of socio-economic disadvantage (desirable)
- Experience of undertaking a variety of administrative tasks within an office environment

## Skills, Behaviours and Qualities

- Vision aligned with ARK and the academy's high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately, but make sound judgements and lead when required
- Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people

- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- The ability to be decisive
- High levels of honesty and integrity
- A sense of humour and desire to have fun

### Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*