

## Job Description

|  |   |       |             |
|--|---|-------|-------------|
| Job title  | Sixth Form Office Manager                 | Grade | LBR 7 29-31 |
| School   | Oaks Park High School                     |       |             |
| Reports to   | Assistant Headteacher i/c KS5             |       |             |
| Responsible for  | Management of the Sixth Form Support Team |       |             |
| Purpose of job   |   |       |             |
| <ul style="list-style-type: none"><li>To lead, manage, coordinate and supervise the work of the Sixth Form Support Team, in order to ensure the effective and efficient running of the administrative support for the Sixth Form Leadership team (AHT, HoY12, HoY13, HE Coordinator).</li><li>To ensure sixth form office procedures and services meet the demands of the Sixth Form priorities to deliver a highly effective and successful service to relevant stakeholders.</li><li>To ensure the administrative needs of the IAG department are in place to provide a highly effective service.</li><li>Be the first point of call for all Sixth Form related enquiries to ensure all stakeholders have access to the highest standard of customer care and feel valued.</li></ul>   |   |       |             |
| Main duties and responsibilities   |   |       |             |
| <p><b>Staff Management:</b></p> <ul style="list-style-type: none"><li>Determine priorities on a daily basis to support and monitor the work of the Sixth Form Attendance Officer to ensure student absence rates are kept low and reduced further.</li><li>Liaise closely with the Higher Education Coordinator and Student Managers regarding relevant Sixth Form matters, such as Higher Education issues and student information, being prepared to deputise on occasions.</li><li>Liaise with appropriate members of staff within Sixth Form and across the whole school in order to ensure tasks are delivered in a timely and effective manner.</li><li>Ensure members of the team have access to a robust and fair annual review process to develop the skills and expertise of this post holder to enhance further the quality of delivery in the Sixth Form Office.</li></ul> <p><b>Recruitment of Sixth Form students:</b></p> <ul style="list-style-type: none"><li>Preparing, compiling, collating and processing Sixth Form application forms.</li><li>Arranging interviews for internal and external students and associated tasks.</li><li>Requesting/processing references.</li><li>Organising Taster Days.</li><li>Making links with local schools. Compiling a database of relevant contacts.</li><li>Supporting Assistant Headteacher i/c KS5 in advertising for the Sixth Form.</li></ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"><li>Effect the day-to-day administrative requirements of the Sixth Form Team, by liaising with the Assistant Headteacher i/c KS5 regarding priorities.</li><li>Support with administrative tasks as and when required.</li><li>File-code incoming work and disseminate to the Sixth Form Attendance Officer, as required.</li><li>Manage and oversee all student files, printing name labels, as appropriate, and leading other administration staff in the annual movement of files when Year 11 students join the Sixth Form, archiving leavers' files and maintaining records of all leavers' destinations.</li></ul> |   |       |             |

- Be responsible for the organisation of Sixth Form mailings, including non-resident parents, and for sending of all other correspondence to parents and external organisations, as directed by the Assistant Headteacher i/c KS5 and HOY 12/13, as well as opening and distributing incoming post.
- Administer all aspects of the UCAS application system, in conjunction with the HE coordinator, and act as the primary link with UCAS for monthly e-mailings.
- Be responsible for the production of induction materials for Sixth Form tutors and students and participate in the induction of Sixth Form students, as required.
- Assist the Examinations Officer in aspects of his/her role, including the sorting and dissemination of examination results, particularly in August, and dissemination of information and deadlines to students.
- Acquire a sound working knowledge of SIMS, in order to assist others with supporting progression of students.
- Oversee IAG administration to ensure the administrative needs of the IAG department are in place.
- Monitor and communicate the 6th form calendar to ensure staff are aware of upcoming dates.
- Taking the lead role in ensuring the organisation and admin requirements are met for 6th form events.

**Data:**

- Liaise with the Assistant Headteacher i/c KS5 and be responsible for managing the Sixth Form data system.
- Administer the SIMS Assessment Manager Programme.
- Supervise and ensure the efficient working of the Attendance officer.
- Prepare reports and letters when requested.
- Maintain an efficient record keeping system using appropriate software.
- Maintain destinations data for year 11 and 13 students.
- Maintain an accurate record of mid-year student leavers.

**Other Duties:**

- Supervise the efficient working of the Sixth Form office.
- Ensure that regular meetings of the administrative team take place.
- Ensure all members of the administrative team receive appropriate training.
- Carry out administrative team performance reviews as appropriate.
- Assist with general office duties such as answering the telephone and take appropriate action for students, staff and visitors when necessary.
- Liaise with various officials from London Borough Redbridge as required regarding students.
- Administer the student database and liaise with various officials from London Borough Redbridge.
- Assist in preparing returns to the Borough and DCSF as and when necessary.
- Receive visitors to the school and provide appropriate hospitality. This includes receiving speakers for PSHE and the lecture series.
- Undertake any other general office duties which the Headteacher and/or SLT reasonably request or require.

## General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

***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. You will be expected to undertake any reasonable task or responsibility as required by the Headteacher.***

## Person Specification

|   |                           |       |               |
|---|---------------------------|-------|---------------|
| Job Title   | Sixth Form Office Manager | Grade | LBR 7 (29-31) |
| School  | Oaks Park High School     |       |               |
| <b>Education and Qualifications:</b> <ul style="list-style-type: none"><li>● Good numeracy and literacy skills (Level 2 or above).</li></ul>  |                           |       |               |
| <b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>● Relevant and recent experience related to Sixth Form operations or similar (e.g. UCAS, student admissions etc...)</li><li>● Appropriate experience of managing others to deliver an effective service</li><li>● A high level of proficiency in MS Office, Google Suite, Word, Excel and other role related software</li><li>● A thorough knowledge of SIMS and applications associated with it to. e.g. Lesson monitor and running specific reports as required</li><li>● Ability to produce clear, concise written reports and correspondence.</li><li>● Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information.</li><li>● Exceptional interpersonal and communication skills.</li><li>● Ability to produce and present management information.</li><li>● Highly organised and able to work flexibly and prioritise to meet deadlines both short and long term.</li><li>● Ability to relate to children and adults.</li><li>● Work constructively as part of a team.</li><li>● Ability to act on own initiative.</li><li>● Ability to work under pressure.</li><li>● Flexibility and a good sense of humour.</li><li>● Committed to maintaining a positive ethos at OPHS.</li><li>● A willingness to be fully involved in the life of the school.</li><li>● Good leadership skills.</li><li>● Commitment to support and enhance the experience of vulnerable learners.</li><li>● Commitment to career progression.</li></ul> |                           |       |               |
| <b>Other job requirements:</b> <ul style="list-style-type: none"><li>● Enhanced DBS check.</li></ul>  |                           |       |               |