

POST:	SIXTH FORM ADMINISTRATOR
SALARY:	H4
HOURS:	PART TIME – 32.5 HRS / WEEK, TERM TIME ONLY + 7 DAYS (8.30am – 3.30pm, 30 minute lunch break)
RESPONSIBLE TO:	DIRECTOR OF SIXTH FORM

Job Outline

Supervising and supporting students during timetabled study periods, and providing administrative support to the Director of Sixth Form to manage facilities and activities.

Job Description

Administration

- To provide administration support to the Director and Assistant Director of Sixth Form
- To be the first point of contact for day-to-day enquiries regarding Sixth Form issues
- To maintain accurate records of Sixth Form attendance, contacting parents to facilitate this where necessary
- To assist with preparations for Sixth Form events such as Open Evenings and PSHCRE days
- To assist with Sixth form admissions process
- To support students with their applications to university, apprenticeships and jobs
- To maintain a record of destinations for ex-students, updating this by contacting students in the year after they have left

Sixth Form Study Area

- To supervise the use of the sixth form study area throughout the week and ensure it is a high-quality learning environment
- To ensure that the sixth form environment is stimulating and engaging to all students with regular changes of display

Monitoring and supporting student achievement

Working with the Director and Assistant Director of Sixth Form

- To monitor the academic performance of students
- To use progress data to identify students at risk of disengagement, intervene to provide additional support and monitor their progress closely
- To liaise with parents and teachers by email to provide effective student support

Careers support

- To maintain records of the career ambitions of current Sixth Form students, meeting with them to discuss their progress towards applications
- To maintain up to date information about local opportunities for apprenticeships and jobs and make this accessible to students

Other tasks as required

- To invigilate exams
- To occasionally cover the tutor time of absent staff
- To lead or assist with workshops for students of off-timetable PSHCRE days
- To carry out tasks delegated by the Director and Assistant Director of Sixth form which are within your experience and ability
- To attend INSET days and staff meetings outside of usual working hours as required.
- To assist with A Level and/or GCSE results for 2 days in August

General responsibilities

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- ◆ To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour.
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ Enjoy working with and have an interest in young people
- ◆ Ability to deal with day-to-day issues whilst working on longer term goals
- ◆ A good standard of education
- ◆ An ability to build good working relationships with both students and adults
- ◆ Excellent written and spoken communication skills
- ◆ Strong administrative and ICT skills
- ◆ Ability to collate and manipulate data using Excel
- ◆ Ability to undertake research using the internet and other resources
- ◆ Ability to problem solve
- ◆ Good organisational skills
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Ability to manage students in a classroom setting and deal with challenging behaviour

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.