



POST TITLE: School Administrator (Sixth Form)

SALARY: £21,219 to £22,036

WORKING WEEKS: 37 hours per week, 39.6 weeks (Term-Time only plus 5 INSET days and 3 additional days in August for Exam results and Enrolments)

BROAD DESCRIPTION: Provides a Sixth Form receptionist service and clerical support to the School and Sixth Form College. Work is governed by established processes/procedures. Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential, and secure handling and processing of information.

TYPICAL TASKS

Reception:

Ensure Sixth Form reception area is welcoming and tidy.

Showing visitors around.

Deal with routine enquiries, providing general information about the Sixth Form and its activities – in person, by phone and email.

Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in Sixth Form / Main School.

Office duties:

Ensure supply of and maintain stationery and office supplies.

Maintain records / files / data bases, inputting and retrieving information including liaison with external services as required as well as student monitoring (rewards, behaviour and attendance).

Monitor attendance and punctuality of sixth form students, ensuring reasons are obtained for all absences and lates. Process Leave of Absence requests received from Sixth Form students.

Regularly update the Sixth Form attendance tracker.

Assist with the organisation and administrative support for taster lessons, applications, interviews and the enrolment of prospective students.

Undertake word processing, generating standard letters.

Assist with student welfare and, where possible, be part of the team of First Aiders.

Assist in the organisation and coordination of sixth form events to include Information Evenings, Open Evening, Student Progress Evenings, Year 12 Experience Day and other similar events.

Organise the preparation of Sixth Form marketing information.

Award House points and negative points using Class Charts as necessary.

Update the National Careers Service portal on at least an annual basis.

Provide administrative support to the Assistant Headteacher (Head of Sixth Form), Assistant Heads of Sixth Form and Sixth Form tutors.

Set up Sixth Form related questionnaires and collate results.

Oversee and co-ordinate Sixth Form room changes and room bookings.

Maintain accurate fire registers for Sixth Form Tutor groups.

Organise and co-ordinate Year 12 Careers Interviews.

Any other general clerical duties as required that are commensurate with the role.

Note: These are broad descriptions of the types of duties/activities expected of a post at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

Person Specification – SCHOOL ADMINISTRATOR (SIXTH FORM)

Attributes		Essential (E) Desirable (D)
Qualifications and Training	<ul style="list-style-type: none"> • Good literacy and numeracy skills • First Aid At Work or a willingness to train towards 	E D
Knowledge/ Experience	<ul style="list-style-type: none"> • Previous experience in a similar role (or formal training and experience) • Able to use all office equipment and has knowledge of administrative and word processing software packages. • Ability to work constructively using own initiative in the absence of senior staff and as part of a team • Able to carry out procedures and routines as necessary 	D E E E
Skills	<ul style="list-style-type: none"> • Able to maintain accurate and clear financial records, maintain data bases and produce spreadsheets. • Can use initiative, within recognised procedures. • Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems. • Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis. • Can always maintain confidentiality – recognised privileged position with access to pupil, parent, and staff information. • Understands the need to professional relationships within the school. • Able to undertake work of a routine nature or work within established procedures but without close supervision. • Can solve straightforward problems. Able to make some decisions involving the use of judgement. • Be able to stay calm and (on occasion) deal with difficult visitors • Able to work both independently and as part of a team • Have good organisational skills. • Experience within an educational setting and familiarity with the use of software such as SIMs, Class Charts and Google Classroom. 	E E E E E D E E E D
Other	<ul style="list-style-type: none"> • Committed to continuous development by keeping up to date and sharing knowledge, seeking new opportunities and challenges, open to ideas and developing new skills • Trustworthy and reliable • Good attendance record • Willingness to stay above contracted hours on occasion, to meet the needs of the School / Sixth Form. 	D E E D