



# Job Description – Sixth Form Administrator

**Grade 3 SCP 5-6** **Responsible to:** Deputy Headmaster/Head of Sixth Form

1. **JOB PURPOSE**
   1. To assist in the provision of a comprehensive support service to the Sixth Form by undertaking a range of administrative and clerical support functions from the base of the Sixth Form centre.
2. **MAIN DUTIES AND RESPONSIBILITIES**
   1. **PA to Head of Sixth Form** 
      1. Manage Sixth Form Calendar and Head of Sixth Form Diary, communicating internally and externally
      2. Parent phone and email enquiries: resolve and correspond as appropriate
      3. Assist visitors to the Sixth Form and ensure that Safeguarding procedures are followed.
      4. Write or proof and distribute ParentPay and hard copy letters to students and parents
      5. Provide trip co-ordination and support
      6. Maintain signage, communication and displays in Sixth Form
      7. Screen email for HeadofSixth and Staffmem email accounts
      8. Maintain Subject Reading Lists and Subject Overview
      9. Maintain Sixth Form Future Horizons Website
      10. Coordinate premises maintenance and upgrading – liaise with caretaker
   2. **Clerical services to Sixth Form team**
      1. Provide a confidential typing/word processing service for Sixth Form leaders staff, producing well-presented and accurate correspondence, reports, minutes, agendas, teaching materials, lesson plans, student progress and/or conduct reports, distributing as necessary
      2. Assist in management of the UCAS process
   3. **Communications** 
      1. To ensure the sixth form website is kept up to date.
      2. To update social media
      3. To work with the reprographics departments in the schools or external companies to arrange printing/copying of publicity materials.
      4. To create adverts and publicity materials for sixth form using desktop publishing software.
      5. Assist visitors to the sixth form and ensure that Safeguarding procedures are followed.
   4. **Future Horizons Programme**
      1. Track UCAS references and student application progress
      2. Track university and other destinations
      3. Track work experience and help source for students
      4. Provide administrative support for key events in Future Horizons calendar– Oxbridge interviews, Graduate Careers Showcase, guest speakers
      5. Keep up-to-date with Access opportunities for students that meet criteria e.g. disability, disadvantage
      6. Screen email for Future Horizons email account
   5. **Super Curricular & Inspiring Stories Programmes**
      1. Gather, consolidate and deliver the Monthly Bulletin
      2. Host speakers on the day, purchasing and delivering refreshments to attendees
   6. **Bursary** 
      1. Advertise and inform all students in Sept/Oct each year - talk to tutor groups
      2. Interview and explain funds available to possible students
      3. Review application and apply criteria to determine level of funding that is available for student
      4. Communicate decision to student future on going awards that may be available
      5. Process Payments with Finance
      6. Track needs of student and process future payments if applicable
      7. Update Facility for each student
      8. Monthly review of spend versus allocation and audit eligibility with Head of Sixth
   7. **Other duties**
      1. Attend Sixth Form Open morning and parents evenings
      2. Other duties required by the Sixth Form Leadership Team, commensurate with the post
3. **QUALIFICATIONS AND EXPERIENCE**
   1. Experience of Microsoft Office applications, including Word and Excel is essential.
   2. Good interpersonal skills and the ability to work as an effective team member are required. Assertiveness, discretion and good communication skills will be essential.
   3. Experience of working with young people would be an advantage however a willingness to understand and uphold the school values with high expectations for all is essential.
   4. Strong literacy skills for correspondence.
   5. Confidence processing financial transactions and tracking spending for auditing.
4. **GENERAL/SPECIAL CONDITIONS**
   1. This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
   2. Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

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