

# **King Edward VI Handsworth Wood Girls' Academy**

## **Job Description**

**NAME:**

**DATE:**

**POST HELD:** Sixth Form Administrator

**SALARY SCALE:** SCP 14 – 17 (term time only plus 1 week, 36.50 hours per week)

**Reporting to:** Head of Sixth Form

### **Key purpose of role**

To provide excellent administrative support for the day-to-day operation of the Sixth Form Centre, including supporting the Head of Sixth Form. To provide administrative support Head of Sixth form and KS5 Pastoral Manager and ensure a welcoming and supportive service for students.

### **Core responsibilities and duties:**

#### **Recruitment and Admissions:**

- Manage all aspects of school's recruitment portal Applicaa.
- Organising Year 11 interviews – interview times, reminders, offer emails.
- Corresponding with external applicants, organising interviews, and requesting references from their current schools.
- Overseeing all publications needed for the promotion of the Sixth Form i.e. Editing and ordering the sixth form prospectus, promotional displays, and footage.
- Administering Sixth Form events i.e. Sixth Form Open Evening, Taster Days
- Compiling and updating a variety of documents necessary for enrolment and induction.
- Processing applications at enrolment, entering students onto the system, producing timetables, and producing the overall spreadsheet.
- Contact schools for files of students from other schools.
- Organising Induction lessons, distributing class lists for these, monitoring attendance and following up on absence.

#### **Student monitoring and support**

- To monitor student attendance, make contact with parents of any unexplained absences.
- Provide a 6th Form reception service for students.

- Supervising Sixth Form study periods and supporting students working in the Sixth Form areas.
- Administer the Post 16 Bursary, including the authorisation of payments, and the maintenance of records.
- Coordinate curriculum and enrichment trips and the Sixth Form social events.
- Liaise and assist the Careers Lead with student Work Experience to communicate with employers and track student's placements.
- Contribute to the Higher Education entry process by setting up, managing and
- Administration associated with monitoring and tracking student progress and Intervention.

### **General**

- To provide a welcoming reception and be the first point of contact with students, parents and external agencies.
- Provide administrative support to Head of Sixth Form, Pastoral Manager and Tutors.
- To assist with providing accurate information for various statutory returns and ensuring accurate student data for annual CENSUS return.
- To maintain a presence around the Sixth Form to ensure that the highest standards of behaviour and site usage are upheld.
- Assist in the preparation of Sixth Form publications and resources.
- To support the Head of Sixth Form in updating the website and social media accounts.
- Be the point of contact for parents with regard to Sixth Form absences, the Post 16 Bursary and other queries.
- Inputting attendance data as required.
- Co-ordinate the production and distribution of student lanyards.
- Maintain the Higher Education resources in the Sixth Form Centre/Library and maintain the upkeep of Sixth Form display boards.
- Provide First Aid cover (once fully trained).
- To carry out Fire Warden duties and receive annual training.
- To ensure adherence to GDPR compliant processes and procedures.
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

### **Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**To whom responsible:** Head of Sixth Form

**Staff for whom responsible:** None

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.

Signed \_\_\_\_\_ (Sixth Form Administrator)      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher)      Date \_\_\_\_\_