

# JOB DESCRIPTION

**JOB TITLE:** Sixth Form Administrator

**REPORTING TO:** Head of Sixth Form

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**ROLE OVERVIEW**

Providing administrative support to the Head and Deputy Head of Sixth Form and the effective administration the Sixth Form diploma, UCAS and careers programme, as well as supporting the wider School with the administration of the School calendar and Wednesday Afternoon Activities programme.

**KEY FUNCTIONS**

This list is not exhaustive and it is recognised that the responsibilities will change over time as the job and Sixth Form team evolve.

* Administrative point of contact for Sixth Form students and parents.
* Ensure attendance records are accurate, following up on daily absences and monitoring patterns of attendance and punctuality throughout the Sixth Form.
* Assist the Head and Deputy Head of Sixth Form with the
  + Lower Sixth Induction programme
  + organisation and running of Post 18 Options Days and Sixth Form Taster Days
  + organisation of the Sixth Form PSHEE and enrichment programmes
  + supervision of the Sixth Form Centre throughout the day
  + administration of the Prefect system
  + administration of Sixth Form Parents’ Evenings and Open Evening
* Assist in the organisation of Sixth Form social events
* Issue parking permits and monitor the use of cars by Sixth Form students
* Provide reprographics support to Sixth Form students
* Coordinate the administration of the UCAS application process in conjunction with the Head of Sixth Form
* Assist the Head of Sixth Form with the organisation of a programme of university Open Day visits, lectures and preparation sessions
* Assist with the development of and the ongoing administration of the Truro School Sixth Form Diploma

In addition, as part of the wider School admin team:

* maintain and distribute the online School calendar of events and monitor the calendar email entries with assistance from the Director of Co-Curricular including entering the termly calendar
* create and keep up to date calendar word documents including inputting, reporting and planning
* attend calendar meetings
* coordinate the administration of the school-wide Wednesday Afternoon Activities programme in conjunction with the Director of Co-Curricular. Activities to include:
  + Microsoft Forms creation, distribution and collection
  + communication/liaising with students, parents and teachers
  + booking venues, facilities and transport
  + collating risk assessments
  + fire alarm registers;
  + updating SIMS
* assist the Head of Careers to:
  + organise the School’s biennial Careers convention
  + maintain and staff the Careers Library and ensure it is available to all students throughout the School.

**PERSON SPECIFICATION**

*It is essential that the person appointed:*

* feel comfortable and confident to work with, and alongside, up to 250 16 to 18-year-old students
* have an understanding of, and sympathetic to, the needs of this age group
* work effectively as a member of the Sixth Form team
* work independently, using their own initiative
* has a positive, can-do attitude and acts with integrity at all times
* excellent ICT skills – including Microsoft Office
* willing to train and become proficient in other software packages
* experienced administrator, with a demonstrable record of being organised and efficient
* approachable, a good listener and communicator
* be assertive if the situation requires
* have a good sense of humour
* sympathetic to the Methodist ethos and traditions of the School
* awareness of independent education

*It is desirable that the person have:*

* some previous experience in working with or alongside 16 to 18-year olds
* some experience with SIMS or other database packages

**ADDITIONAL**

* This position will be full-time Monday-Friday, 37.5 hours per week during term time, plus an additional 4 weeks to be worked during school holidays. These additional weeks will be required in particular to support the Sixth Form team during the publication of A-Level examination results in mid-August and prior to the beginning of the School year (late August/early September).
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with pupils. The successful candidate will be subject to all relevant pre-employment checks, including a Disclosure and Barring Service (DBS) check.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared:** August 2020

**Prepared by:** Head of Sixth Form / Deputy Head (Pastoral) / Director of Co-Curricular