



"Giving everyone the chance to shine brightly"

Job Description

Post:	6th Form Administrator
Responsible to:	Head of Sixth Form
Grade:	Scale 3
Hours:	37 hours per week term time only (plus 2 weeks during school holidays to include GCSE and A Level results days)
Update:	March 2017

Job Purpose

Reporting to the Head of Sixth Form the Sixth Form Administrator is an essential and pivotal role in supporting the day to day running of Rushcliffe 6th Form and the forward planning of events on the sixth form calendar. In the first instance our Sixth Form administrator provides a friendly, efficient and customer-focussed telephone/reception service. In addition to key administrative tasks detailed below, the role encompasses dealing with y12/13 students, parents/carers and external visitors and requires an extremely flexible, helpful attitude with exceptional organisational skills.

Key accountabilities, duties and responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

General Reception Duties:

- Receive and record visitors to sixth form, in accordance with safeguarding procedures in a friendly, efficient and customer-focussed manner.
- Advising students and other visitors in a variety of circumstances, guiding them to the correct location or advising them who to contact, passing on messages, or contacting the appropriate person.
- Answer incoming calls, taking and delivering messages where necessary.
- Maintain a safe and attractive reception area.

Administrative Responsibilities:

- Provide day to day administration to the 6th form team – HoS and Heads of Year 12/13
 - Support the organisation of 6th form Open Evenings.
 - Organising 6th form Progress and Intervention Evenings.
 - Administration support for the UCAS process.
 - Completion of risk assessments for sixth form trips and arrangement of transport.
 - Administration support for 6th form work experience week
 - Manage the process for the 6th form bursary applications.
 - Maintain student locker/pigeon-hole data bases. Allocate lockers, issue keys and arrange distribution. Deal with associated queries/enquiries.
 - Oversee the payment to 6th formers for their paid duties.
 - Manage communication to students (Facebook/display screens) and all correspondence home to parents/carers.
 - Liaise with subject teachers and HoS to revise the 6th Form Prospectus and Student planner and liaise with the external supplier to ensure delivery deadlines are met.
 - Organise y11 interviews for entry to 6th form.
 - Manage organisation of the 6th form Taster Days for prospective students.
 - Administrative support for Enrolment to sixth form.
 - Arrange the collection of course books from 6th form leavers and chase up non returns.
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- Undertake any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Safeguarding:

Rushcliffe School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Agreed by post holder (print name): _____

Signed: _____ **Date:** _____

Person Specification		
	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Good standards of literacy and numeracy (GCSE / Level 2 or equivalent). • Willingness to undertake further training e.g. Health and Safety, First Aid courses. 	<ul style="list-style-type: none"> • Qualification in Business Administration or similar
Experience	<ul style="list-style-type: none"> • Working within a school or office environment. • Working in a customer facing role 	<ul style="list-style-type: none"> • Experience of SIMS (School Information Management System)
Skills/Aptitudes	<ul style="list-style-type: none"> • Ability to produce documents using Microsoft Office packages. • Good all round communication skills with adults and children and ability to demonstrate tact and sensitivity. • Ability to identify need for action and act calmly in responding to emergencies and the unexpected. • Proven ability to prioritise tasks, manage time effectively, work on own initiative and meet deadlines. • Ability to work as part of a team. • Ability to maintain confidentiality. • Excellent telephone manner. 	
Personal Qualities	<ul style="list-style-type: none"> • Calm, caring and supportive approach to children and adults. • Positive, enthusiastic and energetic personality. • Have a flexible approach to working hours and content of work. • Excellent time keeping • Willingness to accept responsibility. 	<ul style="list-style-type: none"> • Willingness to be involved in wider school activities