



Christ the King
Catholic Voluntary Academy

Admin Assistant

(Sixth Form and Work-Related Learning)

Job Description

Person Specification

25 hours TTO



Job Title:	Admin Assistant (Sixth Form and WRL)
Salary:	Band 3
Hours of Work:	25 hours TTO
Post Objective:	The postholder will work under the supervision of the Office Manager to provide high-quality administrative support for the Academy's Sixth Form and Work Related Learning provision. They will contribute to the efficient day-to-day running of these areas by supporting attendance, student services, work experience, careers administration, UCAS processes and Sixth Form events, ensuring students, parents, employers and colleagues receive an effective and professional service.
Accountable to:	Office Manager
Duties, Responsibilities and Key Tasks:	Sixth Form Administration • Provide administrative support for the day-to-day operation of the Sixth Form. • Produce and distribute attendance reports for Year 12 and Year 13 students, identifying attendance concerns promptly and supporting the Sixth Form team in monitoring and improving student attendance. • Support attendance follow-up by contacting students and parents/carers where directed, recording actions and maintaining accurate attendance records. • Maintain accurate records relating to student attendance, punctuality and pastoral interventions. • Coordinate and maintain records relating to the Sixth Form Care Charter, ensuring documentation is completed, reviewed and updated as required. • Act as an initial point of contact for Sixth Form administrative enquiries from students, parents, carers and staff. • Support the administration of the Sixth Form Bursary, including processing applications, maintaining records, preparing payment information and ensuring compliance with Academy procedures. • Assist with enrolment, induction, transition and admissions activities for Sixth Form students. • Provide administrative support for Sixth Form events including Open Evenings, Induction Days, Parents' Evenings, Results Days, Celebration Events and other Sixth Form activities. • Provide administrative support for the UCAS application process, including maintaining application records, tracking deadlines, coordinating documentation and supporting students and staff throughout the application cycle. • Assist with the administration of post-18 progression activities, including apprenticeships, employment, university applications and student destination data.



Work Related Learning Administration

- Provide administrative support for the Academy's Work Related Learning and Work Experience programme.
- Liaise with employers, students, parents/carers and staff to coordinate work experience placements and work-related learning opportunities.
- Maintain accurate records of placements, employer contacts, risk assessments, insurance documentation, consent forms and safeguarding checks where required.
- Monitor completion of required documentation and follow up outstanding information with employers, students and parents.
- Support the organisation of Careers Events, employer visits, mock interviews, workplace encounters and other work-related learning activities.
- Assist in maintaining records required to demonstrate Gatsby Benchmarks and Careers Programme compliance where appropriate.

Student Support

- Provide a visible presence within the Sixth Form Study Centre, supporting students to maintain a purposeful, productive and respectful study environment.
- Monitor the effective use of the Study Centre, promoting high expectations of attendance, behaviour, independent learning and study habits.
- Maintain a rota to ensure appropriate staff presence within the Study Centre and support colleagues using the facility.
- Liaise with Sixth Form staff regarding student welfare, attendance and emerging concerns.
- Hold an appropriate First Aid qualification (or undertake training) to provide first response support for students where required.

General Administrative Duties

- Maintain accurate and confidential student records in accordance with GDPR, Academy procedures and safeguarding requirements.
- Use Arbor, Microsoft Office and other Academy information systems to maintain records, produce reports and analyse data.
- Prepare correspondence, letters, reports, forms, presentations and other documentation as required.
- Support the organisation and administration of Sixth Form enrichment activities, volunteering opportunities and student leadership programmes.
- Work collaboratively with colleagues across the Academy, providing administrative support during periods of absence or increased workload.
- Undertake any other administrative duties reasonably requested by the line manager to support the efficient operation of the Academy.

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.



Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	• GCSE Grade 4/C or above (or equivalent) in English and Mathematics. • Good standard of general education. • Competent user of Microsoft Office, particularly Word, Excel and Outlook.	• First Aid qualification (or willingness to undertake training). • Relevant business administration qualification (Level 2/3 NVQ or equivalent).	Application Form / Certificates / Interview
2. Experience	• Experience of working in an administrative role. • Experience of maintaining accurate records and handling confidential information. • Experience of communicating effectively with a range of stakeholders including young people, parents and professionals. • Experience of working to deadlines whilst managing competing priorities.	• Experience of working in a secondary school or Sixth Form. • Experience of using Arbor or another Management Information System. • Experience of supporting work experience, careers education or student services. • Experience of organising events or coordinating activities.	Application Form / Interview
3. Skills	• Excellent organisational and time management skills. • Excellent written and verbal communication skills. • Ability to prioritise workload and work independently using initiative. • High level of accuracy and attention to detail. • Strong ICT skills including Microsoft Office. • Ability to maintain confidentiality and exercise discretion. • Ability to build positive relationships with students,	• Ability to produce reports using school information systems. • Confidence in using spreadsheets to monitor and present information.	Application Form / Task / Interview



	parents, employers and colleagues. • Ability to work flexibly as part of a team.		
4. Knowledge	• Understanding of the importance of safeguarding and child protection. • Knowledge of GDPR and confidentiality requirements. • Understanding of the importance of good attendance and positive student engagement. • Awareness of the role of Sixth Form education and post-16 progression.	• Knowledge of UCAS processes. • Understanding of work experience requirements and employer engagement. • Awareness of Gatsby Benchmarks and Careers guidance.	Application Form / Interview
5. Aptitude and Personal qualities	• Professional, approachable and welcoming manner. • Calm under pressure with a positive attitude. • Flexible and willing to support colleagues across the Academy. • Commitment to high standards of customer service. • Honest, trustworthy and able to maintain confidentiality. • Commitment to safeguarding and promoting the welfare of children. • Supportive of the Catholic ethos and Mission of Christ the King Catholic Voluntary Academy.	• Commitment to continuous professional development.	Interview / References