



POST 16 ADMINISTRATION OFFICER JOB DESCRIPTION
FULL TIME - TERM TIME PLUS THREE WEEKS
GRADE: H5 (SPINE POINT DEPENDANT ON RELEVANT EXPERIENCE)

The post holder is required to perform the duties below. S/he will be responsible to the Assistant Head Teacher of KS5 and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Head Teacher's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:

POST 16 ADMINISTRATION OFFICER JOB DESCRIPTION FULL TIME, PERMANENT	
Summary of Responsibilities	
To provide comprehensive and confidential administrative support for the Sixth form and its Leadership Team, excellent communication, effective processes and a positive, nurturing experience for students.	
Duties and Responsibilities	
<p>Main responsibilities:</p> <ul style="list-style-type: none"> ● Act as the first point of contact for Sixth form enquiries by phone, email and in person ● Provide administrative support to the Assistant Headteacher of KS5, including diary management, document and report formatting ● Maintain confidentiality at all times and uphold professional standards of communication ● Manage Sixth form email accounts and communication channels ● Lead on administrative support for our Consortium meetings, ensuring agendas are circulated in a timely manner and minute taking at meetings ● To be an active presence in supervision with the sixth form centre ● Coordinate the Sixth Form admissions and enrolment process, including support for key transition events such as Open Evening and Induction Days <p>Attendance</p> <ul style="list-style-type: none"> ● To ensure daily up to date records of sixth form attendance and punctuality, tracking and monitoring and communicating with parents including Consortium in collaboration with the Attendance Officer ● Provide a weekly attendance record of Sixth Form student interventions ● Ensure consortium attendance is shared with the appropriate schools <p>Admissions</p>	

- Coordinate the Sixth Form Admissions and enrolment process, including applications, offer letters and enrolment on Result Days. *(As enrolment is time sensitive, it would be necessary to be available to work from GCSE results' day until the start of Autumn term)*
- Assist and support in the organisation of key transition events such as Open Evening, Futures Day and Induction Days.
- Contribute in the preparation and formatting of the Sixth Form Prospectus and leaflets
- Provide administrative support for the UCAS application process, ensuring accurate records and collation of references

Administrative Support

- Provide administrative support for the Head of KS5, and the Sixth Form leadership team including diary management, preparation and formatting of reports and references
- Maintain records of student destinations
- Provide administrative support for Sixth Form events such as external speakers
- Manage the administration of the Sixth Form bursary in liaison with Finance department
- To support the Head of Sixth Form with the completion and submission of forms related to administration of further/higher education and employment / apprenticeship applications, seminars and visits
- Organising the administration of rewards and sanctions
- Liaising with the Consortium schools and ensuring resources, lanyards and transport is arranged for Consortium students
- Liaising with Parents/carers as necessary to ensure that there are open communications between home and school

Other Responsibilities

Additional Duties:

- To promote and safeguard the welfare of all children and young persons you are responsible for or come into contact with
- To be aware of and comply with policies and procedures
- To attend and participate in relevant meetings as required
- To participate in training and personal development as required
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Contacts

- There is frequent contact with students, teaching staff, parents and other schools
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations

Organisation Chart

Post 16 Administration Officer → Assistant Headteacher of KS5 → Headteacher

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO, COO and Head Teacher