

# Sixth Form Manager – Job Description



**Post Title: Sixth Form Manager**

**Salary: The Kingston Educational Trust Operations Pay Scale Grade F Point 15-24 £30,760 - £35,062 pro rata**

**Reporting to: Assistant Head Teacher (Head of Sixth Form)**

**Contract: Permanent**

**Hours: 40 weeks per annum (term time + 2 additional weeks)**

## **Core Purpose of the Job**

To manage the administrative tasks related to Sixth Form and to assist the Head of Sixth Form and tutor team with the pastoral care of the Sixth Form students. To manage the Sixth Form admission process

## **Sixth Form Administration**

- To provide leadership of the sixth form administration and operations
- To ensure the safety and wellbeing of all students and to report any safeguarding or Child protection concerns through the school's reporting procedures
- To provide administrative support to the Head of Sixth Form
- To manage and distribute the 16-19 Bursary with the Head of Sixth Form
- To maintain student registers on the MIS system. To follow up on student absence where the reason is unknown. To raise concerns about a student's punctuality
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- To assist with tracking student progress and report to the Head of Sixth Form
- To support and attend parents' and communications evenings
- Assist with the management of the Sixth Form Open Evening, liaising with the Facilities Team, Catering Team and other departments in the school
- Management of the sixth form areas including managing the supervision of the Sixth Form Study Centre
- To raise concerns with the Head of Sixth Form with regard to any student's attitude or behaviour
- To support with the administration of educational visits, update Evolve database, ensure all medical information and emergency contact details are accurate and timely
- To manage the First Aid in the Sixth Form
- To manage pupil data on MIS System for administrative purpose
- Preparing data collection for all pupils on an annual basis in line with data protection requirements including GDPR
- To provide supervision of students in study spaces as specified in the timetable
- Oversight of the internal Sixth Form exam timetables, printing exam papers, checking access arrangements and ensuring necessary equipment is sourced

## **Sixth Form Admissions**

- To coordinate the Sixth Form admissions throughout the annual cycle including updating the website and processing applications on Applicaa
- To be up to date with Applicaa training and oversee the admissions cycle via the online portal throughout the academic year
- Support the transition between KS4 – 5. Lead on the organisation of recruitment events and interviews
- To contact schools regarding references and safeguarding and to input data for new students
- To provide administrative support in August on A Level and GCSE results days
- Lead on the organisation of 6<sup>th</sup> Form photographs and ID cards

- Organise the activation of ParentPay accounts
- Overseeing new cohort data entry as well as mid year joiners including collecting safeguarding information for external pupils
- Manage and log sixth form leavers

## **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection (GDPR), equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Undertake additional administrative duties as part of the wider school's administration team and assume other duties which may reasonably be required or delegated from time to time to meet the needs of the service
- Undertake other duties as required in line with overall grading and purpose of the job

## **Safeguarding**

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

## ***Additional Requirements***

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

# Sixth Form Manager – Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Five GCSE's at Grade C or above (or equivalent) including English Language and Mathematics. All Applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in the post.	✓	
High level of education	✓	
Prior experience of Administration in a school	✓	
Prior experience of Sixth Form Admin		✓
Experience of supporting individuals to meet agreed objectives and milestones.	✓	
Evidence of successfully working as part of a team and openly exchanging information and supporting colleagues	✓	
Pro-active approach to working with the ability to suggest and implement new systems / ways of working.	✓	
Proven ability to meet tight deadlines.	✓	
Ability to demonstrate effective written and verbal communication skills.	✓	
Ability to demonstrate an understanding and practical application of the importance of quality at work.	✓	
Excellent data input skills with a high level of accuracy – demonstrable attention to detail.	✓	
Ability to use Word, Excel and other MS Software at Intermediate level as a minimum.	✓	
Proven ability to manage complex specialist database systems.		✓
Proven ability to effectively handle confidential data in an appropriate and secure manner.	✓	
Experience with SIMS.		✓
Experience with Google applications and Drive usage.		✓
Experience of working in a flexible and positive manner, being adaptable to changing work patterns and supporting others to do the same.	✓	
Ability to work alone and be self-motivated.	✓	
Ability to manage a substantial workload, prioritise effectively and supporting others to do the same.	✓	
Willingness to undertake appropriate training relevant to the job role.	✓	
Experience of communicating and ensuring compliance to regulations.		✓