

Sixth Form Administrator

Secondary Phase



WOOTTON PARK

'Ipsum quod faciendum est diutius'

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ

GRADE:
NJC Scale G8-12

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Assistant Principal

BROAD DESCRIPTION OF ROLE

- ✓ To provide a comprehensive, effective and efficient administration service to the schools Sixth Form by following school policy and developing supportive organised administration procedures.

SCHOOL SUPPORT

- ✓ To manage daily attendance records and reporting in line with DfE guidance. Managing attendance as required.
- ✓ To support Safeguarding procedures for sixth form learners as required by DSLs. To complete DSL training.
- ✓ Support with administration of pastoral enquiries, documentation, completion of phone calls/ email, escalation to Head of sixth/SLT/DSL.
- ✓ To organise and assist with letters/communications regarding learners (via phone, email, letters home)
- ✓ Creating an organised system for anything sixth form administration
- ✓ Supporting with A-Level results day.
- ✓ Supporting with admissions for sixth form including on GCSE results day.
- ✓ To support with the promotion of Sixth form and admissions, carrying out tours of the school or organising these for SLT.
- ✓ To manage sixth form bursaries and prepare reports for the finance team and trustees
- ✓ Deal with telephone enquiries by operating the switchboard, taking messages and passing on as appropriate.
- ✓ Undertake routine clerical activities/duties such as photocopying, filing, emailing, completing complex and routine forms, documents and certificates.
- ✓ Use of the Microsoft Office package to generate Word documents, standard letters, copy typing, use of Excel to update/generate spreadsheets.
- ✓ Maintain records/files, databases, inputting and retrieving information as necessary. To support staff in the use of and maintenance of Arbor.
- ✓ Support other senior staff and other staff with administration
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the public.

LEARNER SUPPORT

- ✓ Be a first point of contact for sixth form learners requiring help/support and referring them to other appropriate staff in school where necessary.
- ✓ Record details of learners having to arrive/leave school during normal school hours and reporting to the relevant body.

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.