

Personal Specification: Sixth Form & SEND Administration Officer

Qualifications & Training

- **Essential**
 - GCSEs (or equivalent) in English and Maths at Grade C/4 or above.
 - Evidence of continued professional development in administration, education support, or pastoral work.
- **Desirable**
 - A-Level or Level 3 qualification.
 - Training in safeguarding, GDPR, or SEND processes.
 - Knowledge of post-16 pathways (UCAS, apprenticeships, FE/HE routes).

Experience

- **Essential**
 - Experience working in a school, college, or educational setting.
 - Experience providing administrative support in a busy environment.
 - Experience working directly with students, parents, and external agencies.
 - Experience maintaining accurate records and handling confidential information.
 - Experience organising events, meetings, or programmes.
- **Desirable**
 - Experience supporting Sixth Form or post-16 students.
 - Experience with SEND administration, EHCP processes, or liaising with external professionals.
 - Experience using MIS systems such as **SIMS**, **Arbor**, or **Bromcom**.
 - Experience supporting attendance monitoring or pastoral interventions.

Knowledge

- **Essential**
 - Understanding of safeguarding principles and the need for confidentiality.
 - Knowledge of attendance procedures and the importance of punctuality in post-16 education.
 - Awareness of SEND needs and the purpose of EHCPs, student profiles, and intervention records.
 - Understanding of post-16 pathways including university, apprenticeships, and work experience.
- **Desirable**
 - Knowledge of UCAS processes, personal statements, and reference writing.
 - Knowledge of bursary administration and financial support for Sixth Form students.
 - Understanding of transition processes for SEND students entering Year 7.

Skills & Competencies

- **Essential**
 - **Administrative accuracy** — able to produce high-quality letters, reports, agendas, and minutes.
 - **Organisation & time management** — able to manage multiple deadlines, events, and priorities.
 - **Communication** — confident communicating with students, parents, carers, staff, and external professionals.
 - **Pastoral sensitivity** — able to support students with attendance, wellbeing, and independent study.

- **Data handling** — able to maintain accurate records, track attendance, and update databases.
- **IT proficiency** — confident using MIS systems, email, spreadsheets, and digital platforms such as **Unifrog**.
- **Event coordination** — able to organise Parents' Evenings, Open Evenings, Induction Days, and Work Experience logistics.
- **Desirable**
 - Ability to analyse attendance data and identify patterns or concerns.
 - Ability to support students with UCAS applications and university visit tracking.
 - Ability to produce guides, information packs, and resources for students and parents.

Personal Attributes

- **Essential**
 - Approachable, calm, and supportive when working with young people.
 - Professional, discreet, and trustworthy with sensitive information.
 - Resilient and able to work under pressure during busy periods (e.g., UCAS deadlines, EHCP reviews).
 - Proactive and able to take initiative in improving systems and processes.
 - Flexible and willing to adapt to changing priorities within Sixth Form and SEND departments.
- **Desirable**
 - A genuine interest in supporting students' academic progress, wellbeing, and future pathways.
 - Commitment to inclusive education and supporting students with diverse needs.

Additional Requirements

- Willingness to attend occasional evening events (Parents' Evenings, Open Evenings).
- Commitment to safeguarding and promoting the welfare of students.
- Willingness to undertake further training relevant to Sixth Form or SEND administration.