



JOB DESCRIPTION

JOB TITLE:	Sixth Form Administrator and Future Pathways Coordinator
REPORTS TO:	Head of Sixth Form
SALARY:	Scale 6
HOURS:	40 hours per week (term-time only, as well as 4 days in the summer holidays on and around GCSE and A Level results day, plus INSET days) 8:00am to 4:00pm, Monday to Friday
DATE:	September 2026

Purpose of the Job

To provide comprehensive administrative and operational support to the Sixth Form team, supporting the smooth day-to-day running of the Sixth Form. The role focuses on coordinating future pathways (including UCAS, apprenticeships, and work experience), managing Sixth Form admissions and enrolment, and delivering key administrative systems that support student intervention, trips, and academic tracking.

Key Responsibilities

1. Future Pathways & Careers Administration

- To provide specialist advice and guidance to students on post-18 destination options, including in-depth knowledge of university applications (UCAS) and alternative pathways.
- To oversee and quality assure the UCAS application process, providing administrative support for the UCAS cycle, including managing deadlines, processing references, and tracking applications.
- To provide expert guidance and feedback on personal statements to ensure high-quality applications.
- To oversee the specific administrative requirements and timelines for Early Entry (Oxbridge, Medicine, Dentistry, and Veterinary science) applicants.
- To act as the lead administrator for the Unifrog platform; managing student and staff accounts, tracking competencies, monitoring interactions, and pulling data reports to evaluate engagement.
- To work alongside the relevant Head of Year to coordinate and administer the Sixth Form work experience programme, ensuring all placements are logged on Unifrog, risk assessments are completed, and employer communications are maintained.
- To plan, coordinate, and deliver the school's annual Careers Fair, including inviting external businesses, universities, and training providers, managing logistics, and coordinating and promoting the event schedule.
- To provide administrative support for students applying for apprenticeships, highlighting opportunities, tracking applications, and organising targeted support sessions.
- To coordinate and support the administration of university admissions tests (e.g., UCAT, TMUA, ESAT), ensuring registration deadlines are met and additional support and guidance is given to these students
- To maintain and build the school's alumni network database, coordinating communications and organising alumni involvement in Sixth Form events and mentoring.

2. Admissions, Enrolment & Interview Administration

- To administer the application process for Year 11 and external applicants entering the Sixth Form, processing application forms and maintaining up-to-date tracking datasets.
- To coordinate the logistics for Sixth Form interview days, including scheduling interview slots, communicating with applicants/parents and guardians, and preparing interview materials for the Sixth Form team.
- To assist the Head of Sixth Form with interviewing internal and external applicants
- To coordinate the logistics and administration for Sixth Form induction day
- To provide key administrative support for 4 days in the summer holidays to facilitate GCSE and A Level results days alongside the subsequent Sixth Form enrolment and induction processes.

3. Sixth Form Operational Administration

- To oversee the day-to-day operational administration systems of the Sixth Form, including monitoring attendance patterns, and tracking student engagement in intervention sessions
- To lead on the administrative planning for Sixth Form trips and visits, including completing risk assessments, coordinating transport, managing consent, and processing payments via school systems.
- To provide comprehensive administrative and clerical support to the Sixth Form team, as directed by the Head of Sixth Form.
- To regularly update and maintain the Sixth Form sections of the school website, prospectus, and digital communication channels, ensuring all information regarding courses, policies, and events is current and compliant.
- To work with the examinations team and lead on the administrative planning and delivery of internal assessment weeks for the Sixth Form
- To log and manage Sixth Form related matters on Arbor, ensuring accuracy and efficiency.

4. Contributing to the Positive Learning Environment of the Sixth Form

- To support the Sixth Form Learning Mentor with the supervision of students in the Sixth Form study rooms, ensuring behaviour is exemplary and students are using their independent study time effectively
- To foster strong relationships with all students, maintaining a positive and professional presence within the Sixth Form and proactively addressing individual needs.
- To effectively use school systems to sanction and reward students
- To assist the Sixth Form team in setting up student intervention, preparing progress reports, and issuing formal correspondence to parents/guardians regarding support plans.
- To lead the development of academic skills among students, including time management, independent learning, revision techniques, and research skills, through individual and group activities.
- To work closely with the Sixth Form team and subject teachers to ensure educational and social development for students.
- To supervise assessments in the study rooms
- To proactively support subject teachers with resources for wider-reading and super-curricular activities for students.
- To be on duty as students enter the building and checking that they are complying with the Sixth Form dress code
- To be a Sixth Form tutor and deliver the tutorial programme as set out by the Heads of Year

5. Health and Safety

- To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department

- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
- To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Other Duties and Responsibilities

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform. These duties may be modified by the Headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.