

## **Job Description for the Post of:** **Sixth Form Admissions and Student Services Administrator**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs.

They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head through the Director of Sixth Form.

### **Main Purpose of Job**

To work effectively with the Director of Sixth Form to ensure the smooth running of the Sixth Form Admissions process & the 16-19 Bursary and to provide Student Services administrative support to the Sixth Form Centre.

### **Main Tasks**

1. 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 contribute to the safety and wellbeing of colleagues.
2. To maintain the confidential nature of information relating to the school, colleagues, students, parents and carers, and to ensure data protection regulations are complied with and maintained, storing necessary correspondence as required.
3. To be responsible to the Director of Sixth Form to manage the desk at the entrance to the Sixth Form Centre and communicate with courtesy and clarity to students, staff, parents, visitors etc with their enquiries. To help maintain a productive, calm working environment in the Sixth Form Centre.
4. To organise the admissions process and the applications to the 16-19 Bursary.
5. To prepare and provide administrative support for and to attend parents' and communications open evenings.
6. To produce prospectus documents and to ensure the school website information is up-to-date.
7. To work with the school Admissions Team to manage and process the applications to 6<sup>th</sup> Form.
8. To work with the Non-Teaching Head of Year to support the admin related to UCAS applications.
9. To provide administrative support to the Director of Sixth Form, including UCAS applications and the 16-19 Bursary, enrolment and results days, interviews for internal and external candidates, changes to students' timetables.
10. To work with the attendance team in main school to maintain student registers accurately using a computerised system. Responsible for following up a student's absence where reason is unknown and to raise concerns about a student's punctuality, alerting ~~and alert~~ the

Safeguarding Team where there are ~~to~~ concerns around absent students and patterns of absence or lateness.

11. To raise any concerns with the Director of Sixth Form with regard to any student's attitude or behaviour.
12. To raise any concerns with the Director of Sixth Form with regard to any furniture or building damage or concerns.
13. To provide administrative support for Sixth Formers' ~~the~~ work experience and placements.
14. To work with the main school Student Reception Team as a gate-keeper to the staff-only zone, ensuring no tail-gating and to ensure students are only leaving when permitted to do so.
15. To coordinate the Sixth Formers lanyards and ID cards ~~and~~ maintaining relevant records, ensuring relevant procedures are followed.
16. To help create an interesting and informative learning environment via the use of displays on the ground floor of the Sixth Form Centre.
17. To ensure the safe and secure storage, handling and movement of resources within the Sixth Form Reception Area.
18. To operate relevant equipment and ICT packages (for example Applica, ClassChart, word, excel, databases, email, internet etc).
19. To support the overall administrative functions, e.g. printing and photocopying documents and other materials, drafting, producing & printing booklets, printing & filing, undertaking mail merge tasks, covering reception as required, etc.
20. To identify and raise opportunities for improving procedures and processes to support the continuous improvement of the service provide
21. To communicate effectively, verbally and in writing, with staff throughout the school, parents, visitors, students, suppliers and third parties, using tact and discretion where necessary.
22. To be aware of Health and Safety regulations and to bring to the attention of the Business Manager any areas of concern.
23. To be prepared to undertake First Aid training.
24. To undertake training where necessary in accordance with the school's aims for continued professional development for all staff and share knowledge where necessary.
25. To undertake other duties as required and in line with the grade and responsibilities of the post.

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