

Job Description



Academy	St Regis Church of England Academy
Position	Administrative officer – Post 16 and Careers Support
Salary	Grade 5, SCP 6 – 9 Actual salary from £23,026
Contract	37 hrs, term time + 10 days
Responsible to	Director of Sixth Form

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

- To organise and deliver effective administrative support for post 16 students within the Three Spires Sixth Form (Tettenhall Campus).
- To support administrative systems related to attendance (post16), careers education, work experience and RSHE.

Support to General Administration

- Undertake general clerical duties as necessary, e.g. answer routine telephone and face to face enquiries and sign in visitors.
- Take responsibility for the Post 16 area and supervision of P16 students.
- Basic First Aid.

Support for Post 16 administration

- Administration of the 16-19 Bursary Fund, managing applications and recording and processing payments.
- Maintain the Arbor MIS database and Classcharts with regard to attendance, pupil data sheets, admissions and leavers (both in Year 11 and Year 13)
- Oversee Post 16 attendance in collaboration with the Post 16 Administrator at Compton Campus - record and monitor attendance and punctuality, following up student absences and liaising with appropriate internal/ external stakeholders with regard to attendance.
- Produce lists / information / data as required, e.g. pupil data, progress data.
- Assist in the administration of sixth form course options for year 11 students.
- Co-ordinate interviews, the application process and admissions to the 6th form.
- Co-ordinate 6th Form mock exams liaising with the SENDCo on access arrangements.
- To collate examination results for Post 16 students.
- Undertaking any general administration required to assist the 6th Form.

Support for Careers Administration

- Co-ordination of and communication with students and staff about, career guidance meetings/appointments and work experience.

- Recording any careers activities / interventions students have participated in.
- To assist with UCAS preparation, organising visiting speakers where necessary.

Support to Students

- Assist with student welfare duties; liaise with parents/staff etc.
- To support students with university/higher education applications.

Organisational Support

- To assist in the organisation of the sixth form open evening, sixth form induction and sixth form parents' evenings.
- Support the marketing of the Sixth Form, preparing promotional materials, updating the website and social media and attending open evenings at other schools as required.
- Assist in the arrangements and organisation of any 6th Form trips and events etc.
- To assist in the preparation of the 6th Form awards evenings, co-ordinating the attendance of prize winning ex pupils.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Administrative Officer – Post 16 and Careers Support

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience <ul style="list-style-type: none"> Three years experience of working to support children's learning gained in a relevant environment Experience of development, management and operation of administrative systems. 	A/I
	Qualifications/Training <ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE grade C and above NVQ 3 in an appropriate discipline (or recognised equivalent qualification or demonstrate equivalent knowledge skills and experience). 	A/I
	Knowledge/Skills <ul style="list-style-type: none"> Effective use of ICT and other specialist equipment. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Ability to plan and develop systems. Ability to relate well to children and to adults. Good organising, planning and prioritising skills. Good interpersonal skills. 	A/I
	Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	T/A/I

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

