



Sixth Form Administrator / Team Leader

Job Description

Job Purpose

To support teaching and learning by providing high quality management and administrative support as part of a committed and flexible team

Main duties

Administration

- Be responsible for the administration, input and accuracy of data into the student database (SIMS) with personal responsibility for Sixth Form data.
- Record and monitor attendance for Sixth Form students and provide reports for the team as required.
- Record and monitor behaviour incidents and provide reports as required.
- Manage and process student applications to join the Sixth Form using Applica software, including arranging interviews, tours of the school, reference requests etc
- Play a key role in the Sixth Form Registration Day, completion of on-line registration forms and production of student timetables
- Assist with the planning and organisation of key Sixth Form events throughout the year, for example: Introduction to Sixth Form Conference, Awards Evening, Open Evening, Year 13 Ball etc
- Support the administration of UCAS applications
- Be responsible for the collection and input of Key Stage 4 and 5 data from students or parents/carers necessary for the accurate maintenance of the database and for the provision of student data reports for school purposes.
- Contribute to the work of the school's Timetable Team during the summer months to provide timetables, staff lists and other key information for staff and students at the start of each academic year.
- Be responsible for ensuring the accuracy of student data for the school censuses, in particular academic data relating to Sixth Form students
- Provide training to administrative staff on the SIMS database and associated software such as In-touch (email communication with parents/carers, staff and students)
- Ensure that all students with medical needs are identified and the appropriate paperwork completed by the parents/carers and recorded on SIMS.
- Manage the safe storage of and administration of student medication, maintain medical records and inform parents/carers as required.
- Work collaboratively with the School Health Nurse to support students with particular conditions such as, but not exclusively, asthma, diabetes and anaphylaxis.
- Organise and administer any vaccination programmes to support the Schools' Immunisation Team
- Be fully trained in First Aid and the administration of adrenalin and asthma inhalers.
- Be responsible for overseeing the day to day workload of the office team, planning ahead, identifying priorities and deadlines, arranging cover and keeping the Head of Administration informed.
- General administration for example School Notices, letters, reports etc for distribution to students, parents/carers and staff.



Student and Visitor Reception

- Lead, manage and motivate a small team of administrative staff to provide reception and administrative services to students, staff and visitors.
- Ensure the effective operation of the school reception/office, so that all visitors, staff and students are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
- Ensure that student behaviour is in line with school expectation and be prepared to use the School's Behaviour Management Policy if necessary.
- Manage the administrative procedures for recording visitors, ensuring that staff and visitors comply with safeguarding procedures.
- Provide First Aid/care for sick students, visitors and staff which meets legislative requirements and which promotes welfare.
- Keep accurate records of treatment/advice given and ensure that parents/carers are informed as appropriate.
- Ensure that the reception/office areas are well presented, welcoming and reflect the School's high standards.

Staff Management

- Be responsible for day to day leadership and management of the office team including their Appraisal and Continuing Professional Development.
- Ensure that there are recorded procedures in place for all key administrative duties and that these are monitored and reviewed regularly. Make any recommendations as necessary to improve the efficient and cost-effective management of the school office.
- Provide as required and as appropriate, cover for the work of other members of the office team according to workload pressures and/or in their absence and ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all school safeguarding and child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Co-operate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or Welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.



Security and Data Protection

Work within the confines of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to ensure the security and confidentiality of data.

Other Duties

Attend an annual Appraisal Interview, school and Departmental meetings and training or INSET sessions as directed by the Head of Administration.

Undertake any other reasonable tasks

Reporting Lines

This post reports directly to the Head of Administration.

This post has responsibility for the management of four other staff and occasionally for casual staff

Equal Opportunities Statement

The school's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Person Specification

Essential requirements:

Experience and qualifications

Experience of managing staff (S, A, I)
Experience of working in an office or similar environment (S, A, I)
Experience of dealing with customers, in person and on the telephone, (S, A, I, T)
Experience of managing databases to store and retrieve information (S, A, I)
Minimum 9-4, A*-C GCSE English or comparable qualification (A, S, T)
First Aid qualification or willingness to undertake (A, S, I)

Knowledge

An interest in education (S, A, I)
Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services (I)

Skills

Excellent ICT skills including use of Word and Excel to create mail merges (T)
Ability to work quickly and accurately (T)
Ability to introduce and to improve systems to drive efficiency (S, A, I)

Personal qualities

Ability to work under pressure and remain calm in difficult situations (I)
Awareness of and commitment to customer care (S, A, I)
Ability to use own initiative (I, T)
Strong team management skills and the ability to motivate staff (I)
Very good communication skills; both verbal and written (S, A, I, T)
Excellent organisational skills (I, T)
Ability to prioritise work and meet challenging and changing deadlines (I, T)
Ability to plan own workload and be aware of colleagues' priorities (I, T)
Open to change (I)
Innovative problem-solving skills (I)
Ability to use discretion and understand the importance of confidentiality (I)
Ability to employ tact and diplomacy when dealing with sensitive situations (I)
Ability to work independently and to play a role within the team (S, A, I)
Flexibility in terms of hours and location (S, A, I)

Safeguarding

Motivation to work with children & young people / in an educational setting (S, A, I)
Ability to maintain personal boundaries with children & young people (A, I)
Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

Desirable requirements:

Experience and qualifications

Experience of working in a school (S, A, I, T)
Experience of working with young people (A, I)

Knowledge

Knowledge of the school's database SIMS or other school-related software (A, I)
Knowledge of schools and issues relating to education (S, A, I)

Skills

Driving licence and use of own car (A)
Ability to create and manage on-line forms for collecting data (I)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting



Terms and Conditions

Salary

The salary for this post is Grade 8. This is equivalent to an actual starting salary of £28,140 per annum (the full-time equivalent pay range is £31,537 - £34,434 per annum). There is a pay award pending.

Pay progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The hours are 37 per week, to be worked Monday to Friday.

The postholder will be required to work the hours flexibly through the year to respond to peaks and troughs in workload.

This post is term time plus 2 weeks work in the summer holidays to support examination results days and Sixth Form Registration. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>