

Sixth Form & Exams Access Administrator Job Description

Name:	
Job Title:	Sixth Form & Exams Access Administrator
Salary point range:	SCP 7-11
Hours	37 Hours a week – Term Time plus two weeks
Responsible to:	Associate Assistant Headteacher (KS5) / Head of Sixth Form
Responsible for:	To oversee the effective administration and organisation of the Sixth Form, manage exams access arrangements across the school, and coordinate whole-school trip authorisation processes, ensuring high standards of accuracy, compliance and customer service. The post-holder will act as a key point of contact for Sixth Form students and families, staff, external agencies and examination bodies.
Effective Date:	14/4/2026

Role and Context

Key Responsibilities	<p>1. Sixth Form Administration and Student Support</p> <ul style="list-style-type: none"> • Act as first point of contact for Sixth Form enquiries from students, parents, staff and external agencies. • Manage daily attendance and punctuality monitoring for Sixth Form students, following up absences and reporting trends to the Sixth Form leadership team. • Liaise daily with tutors, subject teachers, pastoral staff and the site team regarding Sixth Form matters. • Support the pastoral welfare of Sixth Form students, promoting attendance, engagement and wellbeing. • Coordinate private study arrangements and maintain supervision rotas for the Sixth Form Centre. • Administer the Sixth Form bursary fund in line with Trust and DfE guidance, maintaining accurate records and evidence. • Oversee maintenance of accurate Sixth Form student records and documentation, ensuring that information is up to date on the MIS and other systems. • Support organisation of Sixth Form events, including open evenings, induction days, parents' evenings, exam-results day and enrichment or fundraising activities. • Manage work-experience and careers-related administration in liaison with the Sixth Form leadership team. • Act as the key administrative contact within the Sixth Form Centre in the absence of the Head or Assistant Head of Sixth Form. <p>Exams Access Arrangements</p> <ul style="list-style-type: none"> • Administer exams access arrangements for students across the school in line with JCQ and awarding body regulations (as directed by the SENCo and Exams Officer). • Maintain accurate and up-to-date records of students with approved access arrangements, ensuring information is correctly recorded on the school MIS and exam systems. • Coordinate testing schedules, evidence collection and consent documentation for access arrangements, liaising with the SENCo, Assessors and relevant staff.
----------------------	---

- Produce and distribute accurate exam rooming and support lists for students with access arrangements, ensuring staff are informed of requirements.
- Assist with communication to parents and students regarding access arrangements, including confirmation of provision and any changes.
- Support the Exams Officer in ensuring that all access arrangements are implemented correctly during internal and external examinations.

3. Whole-School Trip Authorisation

- Coordinate the administration of whole-school and curriculum trips, ensuring compliance with school, Trust and statutory requirements.
- Track approval stages, risk assessments and key documentation.
- Support staff in completing and submitting trip request and risk assessment paperwork, ensuring deadlines and procedures are followed.
- Liaise with trip leaders, SLT and (where applicable) the Trust to obtain formal approval for trips and visits.
- Ensure that parent communications, consent forms and medical/emergency contact information are produced, distributed and recorded accurately.
- Work with the finance team to support the administration of trip payments and refunds where required.

4. Data, Systems and Compliance

- Maintain accurate records using the school MIS (Bromcom) and other relevant systems (e.g. UCAS, exams software) to support Sixth Form, exams access and trips administration.
- Ensure all administrative processes comply with safeguarding, GDPR, confidentiality and exam regulations.
- Produce reports and data summaries for the Sixth Form leadership team, SENCo, Exams Officer and SLT as required.

5. Organisation, Teamwork and Events

- Support organisation of meetings, briefings and events for the Sixth Form, including preparation of materials and follow-up actions.
- Coordinate room bookings, hospitality and resources for Sixth Form events and key school occasions as required.
- Contribute to the smooth running of the wider administration team, assisting colleagues, sharing best practice and providing cover where appropriate.

6. Safeguarding and Ethos

- Uphold the school's safeguarding responsibilities at all times and follow all relevant policies and procedures.
- Promote the school's ethos, values and commitment to inclusion in all communications and interactions with students, families, staff and external partners.
- Undertake any other duties consistent with the nature and grade of the post as directed by the Headteacher.

Person Specification (Summary)

- Proven experience in a senior administrative role within an education or similar environment.
- Excellent organisational, time-management and prioritisation skills, with the ability to manage multiple deadlines.
- Exceptional written and verbal communication skills, with high attention to detail and accuracy.
- High level of IT competence (MS Office, Bromcom and, ideally, UCAS/exams software).
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Strong interpersonal skills with adults and young people, with a calm and approachable manner.

	<ul style="list-style-type: none"> • Calm, professional and flexible under pressure, with a solution-focused approach.
General Duties	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date:
