



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

KS5 Coordinator

Longsands Academy

ROLE SPECIFICATION

Academy / Department	Longsands Academy
Post title	KS5 Coordinator
Responsible to	Head of Sixth Form
Full time Salary	SCP 12-16 £29,542 – £31,526 FTE
Pro-Rata Actual Salary	£25,338 - £27,040
Working Pattern	Full Time, Permanent
Pension	Local Government Pension Scheme
Working Hours	37hrs per week

ROLE SUMMARY

The KS5 Coordinator plays a key role in supporting the effective operation of the Sixth Form, helping to foster a positive culture and delivering high-quality administrative and pastoral support. The postholder will coordinate key areas including admissions, attendance, student support, events, and Sixth Form administration.

Key Responsibilities

Admissions and Student Administration

- ★ Coordinate Sixth Form admissions and manage MyChoice16 applications.
- ★ Arrange Year 11 guidance meetings and transition activities.
- ★ Issue offer letters, transition communications, and induction information.
- ★ Enrol internal and external students, including late starters.
- ★ Maintain accurate student records, subject choices, and tutor group allocations.
- ★ Coordinate timetables, ID cards, login details, and other onboarding requirements.
- ★ Support UCAS administration and maintain records of applications and offers.

Attendance and Student Support

- ★ Monitor attendance, punctuality, and safeguarding compliance.
- ★ Maintain accurate attendance records and trackers.
- ★ Act as the first point of contact for attendance-related queries.
- ★ Liaise with parents/carers regarding attendance concerns.
- ★ Attend attendance and parent meetings as required.
- ★ Provide day-to-day pastoral support and guidance for students.

Events and Enrichment

- ★ Support the organisation of Sixth Form open evenings, transition events, and enrichment activities.
- ★ Coordinate Year 12 Transition Day and Year 13 leavers' events.
- ★ Assist with the planning and delivery of the Year 13 Prom and fundraising activities.
- ★ Build relationships with external organisations, charities, and community partners.

Finance and Operational Support

- ★* Administer locker allocations, deposits, tickets, and student payments.
- ★* Promote and administer the 16-19 Bursary scheme.
- ★* Monitor Sixth Form event budgets and finances.
- ★* Raise purchase orders and support financial administration.

Sixth Form Systems and Communications

- ★* Maintain accurate course information on government and funding portals.
- ★* Keep the Sixth Form section of the academy website up to date.
- ★* Coordinate the Year 12 work experience programme, liaising with employers and ensuring required information is collected.
- ★* Act as the main point of contact for Sixth Form enquiries from students, parents, staff, and external partners.

General Responsibilities

- ★* Promote a positive, productive, and inclusive Sixth Form culture.
- ★* Maintain accurate student data and records.
- ★* Follow academy policies relating to safeguarding, child protection, health and safety, and wellbeing.
- ★* Attend meetings, training, and academy events as required.
- ★* Manage workload effectively and contribute positively to the wider academy community.
- ★* Uphold and promote the values and expectations of Astrea Academy Trust.
- ★* Undertake any other duties commensurate with the role as directed by the Principal.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE qualifications, or equivalent at a grade C/4 or above a good standard of literacy and numeracy	•	
Evidence of ongoing professional development	•	
Experience		
Experience of working in a school, college, sixth form or other education setting	•	
Experience of liaising effectively with students, parents/carers, staff, and external organisations.	•	
Experience of working with student information and maintaining accurate records.	•	
Experience coordinating work experience programmes and employer engagement.		•
Knowledge		
Good understanding of attendance monitoring and student welfare processes.	•	
Knowledge of safeguarding and child protection requirements within education.	•	
Professional Skills		
Pastoral awareness and the ability to support young people sensitively and appropriately.	•	
Exceptional organisation skills	•	
Strong ICT skills, including Microsoft Office applications and the ability to learn and use management information systems effectively.	•	
Ability to work under pressure and to deadlines	•	
Interpersonal skills and the ability to work collaboratively with a range of stakeholders.	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	

Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.		

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org