

Rickmansworth School

Job Description:	Sixth Form Administrator
Salary:	H5 9-14 - £27,254 - £29,540 (Actual Salary - £24,530.67 - £26,512.40 per annum pro rata)
Line Manager	Director of Sixth Form
Contract:	Term Time Plus 6 Additional days and 1 INSET Day (September)
Notice Period	3 months

Purpose of role: To support the day-to-day operation of the school's Sixth Form provision by providing high-quality administrative services and effective support to the Director of Sixth Form. This includes supporting the monitoring and administration of student attendance, maintaining accurate records, assisting with Sixth Form events and communications and helping to ensure the smooth and efficient running of Sixth Form processes and activities.

Main Responsibilities

Student Administration, Attendance and Admissions

- Monitor and record student attendance, including managing absence reporting, updating records and alerting the Sixth Form Leadership Team where absence is prolonged or repeated
- Process applications for new Year 12 students, including receiving admissions documentation and verifying examination results
- Liaise with the Admissions Team regarding changes to the Sixth Form roll
- Receive and process enquiries relating to Sixth Form admissions following examination results
- Assist with the distribution of timetables and subject choice forms at the start of the academic year
- Collect and record student documentation, including contracts, subscriptions and other required paperwork
- Collect and record response forms throughout the year, including parents' evening replies, study leave permissions and leaving intention forms
- Support the Director of Sixth Form with the admissions process from Key Stage 4 to Key Stage 5
- Support the administration of Key Stage 5 options and start-of-term processes

Higher Education and Student Progression

- Process higher education applications, checking applications for accuracy, monitoring progress and liaising with tutors and the Director of Sixth Form
- Collate and maintain records of student destinations following Sixth Form study

Sixth Form Operations and Student Support

- Oversee the use of the Sixth Form Centre and report inappropriate behaviour to the Sixth Form Leadership Team
- If required, as part of a team, oversee Directed Study lessons when required
- Issue chromebooks to students, inspect them upon return and ensure they are returned to charging units

- Report networking and IT issues to the IT team as required
- Process and maintain records relating to student bursary and financial support schemes where applicable
- Assist the Sixth Form Leadership Team with administrative tasks as required

Events & Enrichment

- Assist with the administration and organisation of Sixth Form events, trips and enrichment activities, including social events, the Prom, higher education events and transition activities
- Liaise with Heads of Department regarding Sixth Form awards, presentations and student recognition events
- Assist with the organisation of whole-school events, including Open Evenings, Open Days, Sixth Form Parent Consultation Evenings and Awards Evenings

Communications, Publications and Information Management

- Maintain and update Sixth Form information on the school website and other relevant platforms
- Assist with updating publications and documentation relating to the Sixth Form, including prospectuses, options booklets, handbooks and student and parent guides
- Review updates to the school calendar and liaise with the Director of Sixth Form regarding publication and distribution
- Produce and maintain documents using Google Workspace and Microsoft Office

Administration and Professional Support

- Undertake general administrative duties, including typing, filing and record management
- Provide professional, confidential and effective administrative support across the Sixth Form
- Liaise with the HR Manager to organise Sixth Form guides for interview candidates
- Assist in the prefect application process
- Liaise professionally with staff, students, parents, carers, visitors and external agencies
- Attend relevant school events and undertake any other duties commensurate with the grade and nature of the post as directed by the Headteacher or Line Manager

Additional Duties

- Carry out all duties in accordance with the School's Health & Safety policy and procedures
- Work in line with equality and diversity principles, demonstrating sensitivity to the needs of others and promoting a positive and inclusive working environment
- Promote and safeguard the welfare of children, young people and vulnerable individuals at all times
- Undertake any other duties appropriate to the grade of the post as reasonably directed by the Director of Sixth form and the Headteacher

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the School Development Plan and Department Development Plan
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students and visitors

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Sixth Form Administrator

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Administrative and clerical experience of working in a school	D	A/I
Experience of working in a public-facing position	D	A/I
Experience in implementing improvements and more effective systems which benefit the team and the working environment	E	A/I
Experience of managing a large workload, multiple tasks and responding to changing priorities	E	A/I
Experience of maintaining accurate records	E	A/I
Experience of supporting university application processes, including UCAS	D	A/I
Experience in events management	D	A/I
Qualifications and Training:		
Good Literacy and numeracy – GCSE mathematics and English or equivalent	E	A
First aid qualification (first aid at work or Level 3 First Aid qualification) or be willing to undertake a qualification	D	A
Knowledge:		
High level of ICT skills including knowledge of Google Workspace and Microsoft Office	E	A/I
Good understanding of safeguarding procedures in a school setting	E	I
Aptitudes:		
Competent in the use of databases and electronic record-keeping systems.	E	AI
Excellent organisational and administrative skills with the ability to prioritise a varied workload	E	I
Good written and oral communication skills	E	A/I
Accuracy and an eye for detail	E	A/I
Able to quickly establish positive working relationships with a wide range of people from within the School	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I
Committed to working as part of a team and significantly contributing to its effectiveness and success	E	A/I
Ability to create a professional and welcoming office environment for staff, students and visitors	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Positive outlook & ability to work under pressure	E	A/I
Values:		
High work standards and accuracy. Pride in a job well done	E	A/I
Interest in the education of young people	E	A/I
Engage with and actively promote Rickmansworth School's sustainability goals	E	I
The belief that every student can and will achieve their very best	E	A

Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

