

### JOB DESCRIPTION

<b>Job Title:</b> Sixth Form Administration Assistant	<b>Grade:</b> SS Scale (11 – 17)
<b>Section:</b> Sixth Form	<b>Hours:</b> 37 hours per week
<b>Department:</b> Support Staff	<b>Terms of employment:</b> Permanent

#### Job Purpose

To provide student and support and supervision for Sixth Form students as required.  
To provide organisational and administrative support for the Sixth Form Professional Tutor and the Director of Sixth Form.

#### Designation of post and position within curriculum structure

Reports to Director of Sixth Form.

#### Main duties and responsibilities

##### Supporting the Students

- To assist in supervision of the Sixth Form areas during the day, ensuring students use their study time effectively.
- To respond to student requests for information and advice, referring to Professional Tutor and Director of Sixth Form where appropriate.
- Providing pastoral support to individual students under the direction of the Director of Sixth Form.
- Assist in the management of the Sixth Form study area to ensure it is a safe working environment.
- To encourage students to be active in pursuit of their own learning needs, especially in the wider use of resources.

##### Supporting the Director of Sixth Form

- To assist in the organisation of annual Reviews Days, Parents Evenings, Results Day, Higher Education Evenings, appointments and student interviews and any other Sixth Form event for which the Director of Sixth Form is responsible.
- Supporting teachers in the assessment and recording of student work.
- Supervising students on school visits.
- Assisting subject leaders with the co-ordination of set work for absent teaching staff.
- To respond to approaches from outside agencies and parents.
- To monitor attendance on a daily basis, providing up to date information to Professional Tutor and Director of Sixth Form, and produce a weekly report for all Form Tutors. To follow up any attendance issues or concerns.
- To inform relevant departments of any changes to student information.
- Any administration duties as required.
- Administration of the UCAS application process.

##### Supporting the School

- Invigilating exams.
- Providing practical support in the development of resources including displays for the curriculum teams across the school.
- To liaise, advise and consult with other members of the team in supporting the students when asked to do so.
- To contribute to reviews of student's progress, as appropriate.
- To attend relevant school procedures.
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- Any other tasks as directed by the Executive Principal which fall within the scope of the post.

## PERSON SPECIFICATION

<b>JOB TITLE:</b> Sixth Form Administration Assistant	<b>SECTION:</b> Support
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant office-based recognised qualification</li> <li>• First Aid Certificate</li> <li>• Intermediate level MS Word/Excel/Outlook</li> </ul>
<b>Competence Summary</b> (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>• Experience/ skills of working with young people in a learning environment</li> <li>• Competent user of MS Word and Outlook.</li> <li>• Ability to type and produce documents to a high standard</li> <li>• Strong communication skills, both verbal and written</li> <li>• Excellent organisation skills</li> <li>• Ability to prioritise workload and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the use of SIMS applications.</li> <li>• Experience in the use of databases</li> </ul>
<b>Work related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work well as part of a team.</li> <li>• An interest in student learning and development</li> <li>• Excellent interpersonal skills</li> <li>• Honesty, integrity and reliability to ensure strict confidentiality</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working in different areas of the school as and when required</li> <li>• Professional, presentable appearance</li> <li>• Ability to work occasional late evenings</li> </ul>	