



## JOB DESCRIPTION

<b>JOB TITLE</b>	Sixth Form Administrator
<b>DEPARTMENT/SECTION</b>	Sixth Form
<b>LINE MANAGER</b>	Head of Sixth Form
<b>RESPONSIBLE TO</b>	Bursar

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY

The post-holder will have an essential role as part of the Sixth Form Team ensuring the overall smooth administration of the section. The duties of this role fall into several categories, some of which are distinct, some of which are overlapping and cover the following areas:

- Communications (with parents/carers, students, colleagues and other stake holders)
- Planning and scheduling (calendar events, diary management, deployment of student leaders)
- Attendance
- Logistical management of key events in the Sixth Form calendar including (but not limited to): Parents' Evening, Next Steps, Information Evenings, Events for New Students, Leavers' Events
- Filing and Record keeping
- UCAS and Next Steps - the post holder has an essential role in overseeing the progress of applications, proof reading and checking and ensuring the process runs smoothly
- Liaising with external agencies and stake holders
- Working closely with the Head of Sixth Form, the Deputy Heads of Sixth Form, the Assistant Head of Sixth Form, and the Director of Futures to provide administrative support where necessary and appropriate.

### KEY RESPONSIBILITIES

#### **Communications (with parents/carers, students, colleagues, and other stake holders)**

- Manage emails and phone calls from parents/carers to the Sixth Form office.
- The post holder will often be the first port of call for enquiries with regards to the Sixth Form - triaging communications and ensuring that they are delegated to the correct person or office.
- The post holder will need to deploy extensive knowledge and experience of the Sixth Form to answer queries.
- Work with members of the Sixth Form team to ensure that communications are of an excellent quality.
- Ensure that display boards in Sixth Form are attractive and contain up to date information.
- Contact new students' former schools for safeguarding information.
- Attend meetings with the Sixth Form Team.

#### **Planning and scheduling (calendar events, diary management, deployment of student leaders)**

- Work alongside the Sixth Form team to ensure that key events are appropriately scheduled, via SOCs, in the calendar. Assist with calendar scrutiny.

- Undertake room bookings and liaising with key members of maintenance and operations teams where necessary.
- Manage the calendar- of the Head of Sixth Form - scheduling meetings and communicating where necessary. Book meetings with students, parents/carers, and external agencies.
- Schedule key events for Sixth Formers including (but not limited to): Careers Interviews, Viva interviews, intervention meetings

#### **Attendance**

- Work alongside the other Sixth Form administrator to monitor attendance and follow up absence and causes for concern.
- Work alongside the other Sixth Form administrator to ensure fire registers are ready and complete in the event of a fire drill or emergency.

#### **Logistical management of key events in the Sixth Form calendar including (but not limited to): Next Steps, Information Evenings, Events for New Students, Leavers' Events**

- Provide key administrative support for A level and GCSE results day.
- Work with new students and their families to ensure smooth transition to Forest on an ongoing basis.

#### **Filing and Record keeping**

- On an annual basis collate Sixth Form Team information booklets (for department reference)
- Keep records of Sixth Formers' cars
- Prepare Y13 Destinations' List
- Oversee distribution of GCSE, A level and EPQ certificates
- Ensure file notes are uploaded appropriately on ISAMs and CPOMS

#### **ADDITIONAL RESPONSIBILITIES:**

The post holder has a responsibility for attending training and professional development in accordance with their own needs and at the direction of the Head of Sixth Form and Bursar.

#### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

#### **TERMS AND CONDITIONS**

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 08.00 – 17.00. School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events, including Open Day, Sixth Form Open Evening, Parents' Evenings, Commemoration Day, the Sixth Form Leavers' Ball and Next Step Evenings.
- The post holder will be expected to work at additional times during the school holidays which must include:  
Michaelmas half term  
Returning at the beginning of the Lent term  
The final week of the Easter holidays

When the TEFL Courses run (usually the first two days of the summer holidays)

Annual leave in the summer holidays will not be granted from the week of the A Level or GCSE results

- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the School holidays by agreement).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities