**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**SIXTH FORM ADMIN ASSISTANT**

Full-Time or Part-Time Available

40 weeks per year

Grade F Point 6-7 (£25,183 - £25,584) FTE

We are looking to appoint from as soon as possible, a Sixth Form Admin Assistant to be the main contact point for all students and parents in Y12 and Y13 during the school day, and the main point of admin support for the Sixth Form leadership and tutor team.

The Sixth Form Admin Assistant will work as part of the Sixth Form Student Services team, under the direction of the Head of Sixth Form. They will work with students directly, and with other staff, including senior leaders, to ensure effective efficient processing of all aspects of Sixth Form administration.

The successful candidate will be highly organised, able to work under pressure, have excellent communication skills, and a strong track record of customer focused delivery. They will work as part of a team dedicated to delivering high quality pastoral provision.

This role requires flexibility, innovation and enthusiasm to help us deliver high levels of support. In particular, the Sixth Form Admin Assistant will need to ensure a consistently high standard of care and professionalism, in achieving the following:

* Developing positive relationships with all students, with a particular focus on supporting the most challenging and vulnerable students, and their parents/carers, undertaking supervisory duties such as covering registration.
* Undertaking all aspects of Sixth Form administration, including monitoring of student attendance (checking reasons for pupil absence, conducting first day absence calling, and maintaining records of attendance), ensuring that registers are completed accurately, administration of 16 – 19 Bursary Fund, processing student admissions to the Sixth Form, liaison with external providers regarding, for example, courses, trips and visiting speakers, and other administrative support as required for the Head and Deputy Head of Sixth Form
* Supporting students using the library, ensuring that that the work area is conducive to aid effective study; locating library resources, undertaking necessary administration, dealing with technical issues and other general queries
* Providing effective pastoral support for students including working with students and parents on low level pastoral issues.
* Ensuring effective communication, through the distribution of messages to staff and students, and the distribution of work when teaching staff are absent.
* Supporting school policy as appropriate, in particular relating to child protection, confidentiality and health and safety issues
* Undertaking other tasks in line with the above accountabilities as directed by the Line Manager, Sixth Form and Senior Leadership Teams

**JOB DESCRIPTION**

The following job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the School. You will be expected to demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

All members of the school community are expected to support, both explicitly and implicitly, the school’s ASPIRE ethos. The setting and achieving of the highest aspirations, striving for great things, is fundamental to all that we seek to be.

**PERSONNEL SPECIFICATION**

**SIXTH FORM ADMIN. ASSISTANT**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Work in supporting young people
* Awareness of secondary education processes.
* Work in an office environment
 | * Work in secondary education
* Have worked alongside Safeguarding Leads to ensure the appropriate safeguarding of students
* Work in behaviour management / intervention
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| Education and Training | * Evidence of commitment to professional development.
* Good overall level of educational achievement
* Effective use of office ICT packages
 | * Evidence of English and Maths at level 2
* Qualifications relating to the use of ICT
* Experience of using SIMS and GO 4 School management information system
* Worked with UCAS
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| Aptitudes | * Ability to set high standards and motivate students
* Ability to work co-operatively within the student services team, establishing effective working relationships
* Ability to act on own initiative
* Undertake first aid training
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| Disposition | * Committed and enthusiastic
* Enjoys working in a team
* Shows initiative
* Co-operative and flexible
* Empathy with students of all abilities and dispositions
* Sense of humour
* Suitability to work with children
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Jan 25