

Job Description

Job Title	Administrative Office – Sixth Form
Grade	D
Responsible To	Administrative/HR Manager
Staff Managed	None
Job Family	Admin
Job Purpose	To be a member of the School’s Administrative Team providing outstanding administrative support by undertaking a range of key tasks throughout the school year.
Job Context	Works within the busy environment, fulfilling a range of general admin and clerical tasks, predominantly supporting the Sixth Form team but also the wider Administrative Team that assists in the smooth running of the school
Accountabilities / Main Responsibilities	
Key strategic elements of the job	<ul style="list-style-type: none"> • To act as the main point of contact for sixth Form students and members of staff working in the Sixth Form. • Manage the Sixth Form Student Services • Under the direction and guidance of an Assistant Headteacher, undertake all administrative duties relating to attendance. • Administer Sixth Form recruitment and applications. • Administer University and College Admissions Service (UCAS) application process. • Administer the appointment process for Head Boy and Head Girl. • With other members of the team, undertake whole school general administrative tasks, photocopying and main school telephone enquiries. • Take minutes at various meetings as required. • Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book. • Make appropriate decisions to problems/issues when they arise within the office. • Report concerns and obtain support for any issues raised. • Assist teaching and non-teaching staff with administrative queries
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • To receive incoming calls and deal with enquiries in relation to the Sixth Form
Resource/People Management	<ul style="list-style-type: none"> • Monitor stock levels, order office materials, equipment and services, check incoming orders. • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to • Have an awareness and basic knowledge where appropriate of the most recent legislation.

Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Administrative Office – Sixth Form	
Grade	D	
Responsible To	Administrative/HR Manager	
Staff Managed	None	
Job Family	Admin	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Skills & Knowledge		
<ul style="list-style-type: none"> • Demonstrable IT skills and ability to use them as a key part of your role including email. • Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, young people, their families, carers and other stakeholders. • Demonstrable evidence of own commitment to personal development. 		
Experience		
<ul style="list-style-type: none"> • Experience of dealing with customers, both in person and over the telephone in a professional manner. • Evidence of working in previous administrative roles. • Ability to undertake administrative duties using either Microsoft 365 (Word, Excel) and/or Google Workspace including Google documents, Google sheets and Gmail 		
Occupational Skills		
<ul style="list-style-type: none"> • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Judgemental skills • Problem solving skills • Analytical skills 		
Qualifications		
<ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent • Knowledge and awareness of customer service principles and practice. • Excellent keyboard skills. 	<ul style="list-style-type: none"> • Qualified in basic first aid 	
Personal Qualities		
<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy. • Demonstrable excellent interpersonal skills. • Excellent organisational skills and ability to work to deadlines and prioritise workload. • Ability to work independently and as part of a team. Ability to multitask. • Able to exercise judgement. • Ability to maintain confidentiality at all times. • Ability to be flexible. 		
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS clearance required 		

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| <ul style="list-style-type: none">• To be committed to the school's policy and ethos.• To be committed to Continual Professional Development.• Motivation to work with children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Emotional resilience in working with challenging behaviours and attitudes. | |
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