

Job Description & Person Specification



Sixth Form Admissions Officer

Line Manager: Assistant Headteacher KS5

Grade: H4

Purpose of your job:

- Coordination of Sixth Form Admissions process, including Course Confirmation
- Manager and Helpdesk for our Applica+ systems
- Support with the UCAS process
- Administration of recruitment of student employees and student-delivered tutoring
- Support for organisation and timetabling of Enrichment and Timetabled Home Study (THS) activities
- Supporting the marketing and communication processes across the Sixth Form
- Other administrative support across the KS5 office

Main duties and responsibilities

- Enrichment and Timetabled Home Study timetabling support (July-September)
 - Coordination of timetabled Study periods
 - Coordination of timetabled Independent Learning periods
 - Support for Enrichment timetabling
 - Timetabling Independent Period 5 registers
- UCAS support (September-January)
 - Supporting students with qualifications entry in UCAS
 - Checking qualifications and application details
- Admissions (October-July)
 - Updating Sixth Form Prospectus
 - Organising Post-16 Information Evening, Guidance Meetings (internal students), Offer Holder Evening (external students) and Induction Days
 - Promoting RPS Sixth Form internally and externally through communications, promotional materials and events.
 - Coordination of internal and external applications, from initial application and assessment through to joining Year 12.
 - Communication with applicants and parents through the application lifecycle.
 - Coordination and administrative support for the Course Confirmation process. NB Course Confirmation has to be in place for the first day of summer term, so this activity has to take place across three days following GCSE Results Day and before the start of term
- Administration and management of Applica+ account
 - Maintaining Applica+ website to support our admissions processes
 - Maintaining Applica+ bursary system to support our bursary processes
 - Liaising with Applica+ staff and helpdesk where necessary
- Marketing and communications
 - Updating and maintaining sixth form presence on website
 - Ensuring consistent and professional appearance of Sixth Form promotional materials eg. prospectus, flyers, TV screens.
 - Communicating with parents, students and external applicants via letters regarding applications

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- Student employee recruitment and tutoring activity
 - Administering the recruitment process for student roles within school, namely Academic Tutors, Canteen Assistants, and Sports Centre Technicians.
 - Ensuring all onboarding procedures and records are complete
 - Coordinating the Academic Tutoring sessions, monitoring attendance and collating timesheets for Payroll.

It is not possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time, in line with the school's requirements.

Supervision: No direct line management responsibilities for other staff.

Person Specification

Attributes	Essential	Desirable
Minimum GCSE Grade C or equivalent including English and Mathematics	x	
Excellent communication, organisational and interpersonal skills	x	
Excellent written English	x	
Excellent IT skills including Microsoft Word, PowerPoint, Excel, Publisher, Outlook	x	
Experience with digital systems, especially Google Suite. Comfortable using these systems to deliver processes		x
Experience in an office/administrative capacity		x
Previous experience in a school office (and with SIMs)		x
Ability to be flexible and use your own initiative	x	
Ability to work calmly under pressure	x	
Ability to maintain confidentiality	x	
Ability to work well in a team	x	
A sense of humour and positive attitude	x	
Energy and enthusiasm	x	
Warmth and sensitivity	x	
Able to build good relationships with adults and children; able to handle difficult conversations	x	
A commitment to safeguarding and promoting the welfare of children and young people	x	
A willingness to undertake additional training, keep up-to-date with changes and developments	x	