



JOB DESCRIPTION

Sixth Form Reception Administrator

Job Title:	Sixth Form Reception Administrator
Salary Level:	Grade 3 Salary paid will be pro rata to reflect the actual hours and weeks worked Full-time – 37 hours per week, term time only, plus one week as directed
Responsible To:	Data Manager / Operations Manager

Job Purpose

To provide an effective, efficient and comprehensive administrative support service to the DHT/Progress Leader – Post 16 and Sixth Form Team.

A high level of computer expertise is expected in setting up new systems and refining current ones. The post holder will ensure the integrity and suitability of data and be able to transform and analyse it, producing apposite information, presented in an appropriate manner.

General Duties

- To support the school and undertake reasonable duties where required.
- Adhere to school policies and procedures as set out in the Staff Handbook or other documentation available to all staff.
- To actively support the school's vision and core values.
- Work within the school's health and safety and safeguarding policies and to promote diversity and equality across the school.
- Maintain high standards of attendance, punctuality and appearance and conduct positive and courteous relationships with student's staff and parents.
- To be flexible and be willing to adapt to the evolving needs of the school.
- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Undertake routine typing, word-processing on an ad hoc basis.
- Provide secretarial and administrative support to management and other staff.
- Maintain the confidentiality of information and the security of office systems, records, files and equipment



Specific Responsibilities

- Have a full understanding of the 16-19 Bursary Scheme and be able to administrate all applications in a timely manner.
- Ensure timely preparation for meetings by maintaining the diary and being aware of forthcoming events in the school calendar. Prompt the commencement of preparatory work in respect of these and by providing support with any tasks that the post holder could reasonably undertake – this includes the preparation of agenda and the taking and distribution of minutes.
- Process and proof read work for the DHT/Progress Leader – Post 16 by appropriate use of computerised and other office equipment. Work will include confidential letters and memoranda, references, praise cards, reports, job descriptions and particulars, correspondence with students, parents, colleges, universities, returns to Local Authority and other external agencies. This is to include original writing, as required.
- Instigate the preparation and proof reading of major Sixth Form documents. This is to include original writing, as required and liaising with department leaders to collate relevant information e.g. for the Sixth Form Prospectus and Website.
- Support the DHT/Progress Leader - Post 16 and Sixth Form Team in pastoral issues specific to the students enrolled in the Sixth Form, including contact with parents, ensuring that correspondence is processed promptly and confidentially, and that student files are kept up-to-date and maintained securely.
- Liaise with other Sixth Form centres to ensure student profiles and records are accurate and updated in a timely manner.
- Liaise with other administrators in the school to ensure the timely and accurate completion of the annual school census.
- Support school staff in Sixth Form related matters, as required from time to time, including word processing, assisting with reports and assessment, clerical work associated with examinations, photocopying and collating papers etc.
- Devise local databases and other internal systems, as appropriate, for post-16 information, maintaining and adapting them to meet new requirements. The post-holder is expected to employ advanced and extensive skills in the use of Excel or alternative software.
- Keep up to date records on student study programmes.
- Provide administrative support to, and take an active part in, the process of Yr11 interviewing, induction of prospective students and the transition process from Yr12 to Yr13 e.g. make appointments, complete forms, prepare statistical data, distribute information, be the contact for external students, devise and maintain the database, keep all records etc. Track the destinations of leavers.
- Liaise with other institutions about course availability at Finham Park 2 and at other schools and colleges. Arrange transport (school minibus and taxi companies) for Sixth Form students between schools, checking invoices for accuracy in respect of these journeys.
- Support in the administration of major Sixth Form events (e.g. Open Evening, Graduation etc.) and support the Sixth Form Team with the administration of school trips.
- To be the first point of contact for enquiries from students, parents, staff and visitors, answering queries according to the guidelines established by the DHT/Progress Leader – Post 16.



- Welcome visitors to the Sixth Form and provide hospitality as appropriate. Receive callers to the Sixth Form Team in their absence, both in person and by telephone, using initiative and tact to deal with issues where appropriate or requested.
- Initiate requisitions for items of stationery, ensuring that any stock is kept securely and used appropriately.
- Undertake training as may be required to fulfil the duties of the post, as well as to develop and enhance the role.
- Undertake duties as reasonably requested by the DHT/Progress Leader – Post 16.
- Carry out the duties of the post with due regard to relevant School policies.