



Stoke Newington School  
& Sixth Form



**Job Pack**  
**Sixth Form Administrator**  
**September 2022**

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'

## Job advertisement

### Sixth Form Administrator

Scale 6

36 hours per week Monday-Friday 8:30am - 4.30pm

Term time + 2 weeks

Salary range £27,270- £28,261

We require an outstanding individual to provide administrative support for our Sixth form and Assistant Headteacher, Director of Sixth Form.

## The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award-winning building and a large sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

## The post

As the first point of contact for the sixth form, we are looking for someone who has exceptional administrative skills. This post requires someone who is able to multi-task in an extremely busy sixth form, undertaking a range of administrative tasks and procedures whilst interacting with visitors, parents, staff and pupils.

The successful candidate will need to:

- have proven experience of working in a busy office environment
- demonstrate initiative, adaptability, commitment and a positive attitude
- demonstrate good listening, oral, literacy, numeracy and computer skills
- be resilient, and reliable, with an understanding and respect for confidentiality
- work effectively as part of a team

## Contacting us

If you are interested in joining our team please apply via

<https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384>.

**The closing date for receipt of applications is midday Wednesday 31<sup>st</sup> August 2022.**

*We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*

## Job details

Job title: Sixth Form Administrator

Directorate: Stoke Newington School

Reporting to: Assistant Headteacher, Director of Sixth Form.

Grade: 6 (36 hours per week – term time + 2 weeks)

## Job description

### Purpose of the post:

- To provide an effective and efficient administrative support to the school with particular responsibility for the Sixth Form and Director of Sixth Form.
- To provide communication support for the sixth form, including phone calls, emails, meeting scheduling, minute taking and letter typing.
- Be the key point of contact for parents of those in the sixth form.
- Support with the tracking and monitoring of attendance, manage bursary allocations and administer
- To lead organisational aspects of the enrolment process upon receipt of student results in August.
- To undertake additional or other duties, including the supervision of parts of the sixth form as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

### Main duties and responsibilities:

#### As directed by the Director of Sixth Form:

- Provide high quality administrative support to management and teaching staff utilising available technology, ensuring that all work is completed on schedule
- Assist with the production and updating of school documents, publications and handbooks under the supervision of the appropriate member of senior staff
- Assist with the effective and efficient operation and management of the school's computerised management information system (SIMS), with particular regard to the Sixth Form, inputting all relevant data and ensuring that all aspects of the system are maintained and kept up-to- date
- Constantly review procedures and environments to maximise efficiencies
- Assist with the upkeep of the school website Sixth Form page
- Undertake the reception of visitors and callers to the school, with particular regard to the Sixth Form, welcoming them and assisting them with their queries
- Provide parents, pupils and visitors to the school with relevant support and information on all aspects pertaining to the life of the school.

- Answer the telephone, deal directly with queries, take messages and direct calls appropriately and effectively
- Collate and distribute incoming mail and messages and process outgoing communications as required
- Assist with the distribution or actioning, as appropriate, of all centralised e-mail messages sent to the school with particular responsibility for the Sixth Form
- Maintain efficient and effective office management and filing systems
- Assist with the procedures for the ordering of equipment and materials and receipt and distribution of same
- Recognise and respect the need for absolute confidentiality in relation to work content.
- Promote the image of the school at all times

## **Sixth Form**

### **As directed by the Director of Sixth Form:**

- Manage the administration of the systems and procedures for recruitment into the Sixth Form, including the management and organisation of information, application forms, interview schedules and all related correspondence
- Compile and maintain a database of applicants
- Produce regular extracts and reports as requested and provide accurate data for statistical returns for monitoring purposes
- Manage the systems for enrolment of sixth formers each cycle and update data base on MIS in time for the beginning of term. Manage the printing and distribution of student timetables
- Assist the Sixth Form team with student timetables and changes. Update the MIS system regularly to produce accurate data.
- Send automated emails and correspond with parents and students regarding attendance. Maintain and produce accurate records to support the sixth form team to monitor attendance.
- Devise, develop and implement necessary procedures and systems to assist and improve the orderly running of the school's administration function in Sixth Form.
- Undertake the role of Personal Assistant to the Director of Sixth Form.
- Establish, maintain and manage all procedures with regard to student bursary funding.
- Be the first point of contact for advice and information to all external enquirers about the school and courses available in the Sixth Form
- Assist the Director of Sixth Form with regard to all procedures for recruitment to the Sixth Form including the management and organization of information, application forms, interview schedules, all related correspondence and compile and maintain a student and subject database with particular regard to the Sixth Form.
- Be responsible for the distribution of all correspondence and information with particular regard to Sixth Form.
- Devise, develop and implement necessary procedures and systems to assist and improve the orderly running of the school's administration function in Sixth Form

### **Other Duties**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake all duties as required consistent with the objectives and/or duties of the post.
- Undertake training and development relevant to the post and in line with the school's developing plan.
- Support your line manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
- Attend and participate in relevant meetings as required.
- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education's organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

### **Student Support:**

- To assist students within examinations, including the accurate monitoring of attendance and follow up on absence.
- To supervise parts of the sixth form area when required.
- To provide support in the organisation of special events and activities within the sixth form.
- To accompany sixth form trips and fixtures in a supervisory capacity if required.
- To support management of student movement around the school.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job

Attributes	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience working within administrative procedures.</li> <li>• Demonstrable experience of using Microsoft Office, including Word, Excel, databases and IT packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• SIMS database</li> <li>• Knowledge of provision map software</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow and work within procedures and guidelines.</li> <li>• Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.</li> <li>• Able to check information and maintain accurate records.</li> <li>• Able to write straightforward letters and read instructions.</li> <li>• Able to use initiative within defined procedures</li> <li>• Able to manage own workload and meet deadlines, which may at times be competing.</li> <li>• Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Able to form appropriate relationships with young people</li> </ul>	
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>• Able to recognise some forms of discrimination, which commonly exist.</li> </ul>	
<b>Specialist Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of sixth form systems.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English</li> <li>• GCSE mathematics</li> </ul>	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

Equal Opportunities

Health and Safety

Data Protection Act (1984 & 1998)

Code of Conduct