

Role Profile

Main purpose

To provide administration support to the Head of Sixth Form and the Sixth Form Team to ensure the effective day to day operation of our Sixth Form.

Key responsibilities

- Support the Sixth Form Team in communication with parents, students and other agencies
- Be a first point of contact with students, parents, universities and other agencies
- Show prospective students around the school
- Be a primary contact for student pastoral issues
- Assist with the monitoring of students in the Sixth Form communal areas to ensure the required ethos
- Promote equality and enable the educational and social inclusion of all students
- Monitor Sixth Form attendance and punctuality. Use SIMS to track and evaluate attendance and punctuality data. Liaise with tutors and parents regarding identified patterns.
- Produce and manipulate data and reports as required.
- Establish and refine processes and procedures to manage the information flow
- Ensure all the Sixth Form data is correct on SIMS in preparation for the termly census
- Organise and administer the student admissions and enrolment process and ensure that staff and students are fully prepared for admission start dates including 'guest' students from the Harrow Sixth Form Collegiate
- Maintain accurate and up-to-date centrally held records of students on sims and produce reports as required (including leavers and destinations)
- Produce reports and statistics as required from SIMS, e.g. leavers, retention and destinations
- Oversee and archive Sixth Form student records
- Maintain student records on SIMS, including student planned hours and student courses
- Co-ordinate and organise the visit of speakers and other agencies
- Assist with the organisation of work experience including communication with employers. Track student placements.
- Co-ordinate UCAS processes, including training students in the application process and ensuring that applications are processed to deadline
- Assist with the planning and organisation of Sixth Form events including Open Evening and Awards Evening
- Assist with the production of recruitment materials
- Assist with the arrangement and planning of the Enrichment programme, including a programme of speakers
- Research, cost and administer Sixth Form trips
- Assist with routine administration including photocopying
- Liaise with the Examination Officer to disseminate exam entry information and administer mock examinations
- Support the Exams Officer with the planning and running of GCSE and A-level results days
- Assist with the production of results publicity
- Maintain high quality Higher Education Resources in the Sixth Form Study Centre
- Administer the 16-19 Bursary and liaise with the Finance Department
- Arrange and minute meetings
- Assist with the coordination and recording of staff CPD
- To be part of a team of people to cover welfare if welfare staff are absent; to cover welfare on occasions as required
- Any reasonable task as directed by the Head of Sixth Form or Headteacher

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Sixth Form Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Key Accountabilities

The postholder is line managed by the Head of Sixth Form

Person Specification

	Essential	Desirable
Knowledge, Experience and Skills	GCSE or equivalent in English and Maths, grade C or above	Educated to A level or equivalent
	Experience of use of computerised systems and report generation	Previous relevant experience of working in a school or college
	Good working knowledge of various software packages including Microsoft programmes	Previous relevant experience of working to support students in an education environment
	Experience of working in a clerical role	Knowledge of SIMs software
Interacting and Presenting	Excellent team worker	
	Build good relationships and relates well to colleagues and students	
	Very good oral and written communication skills	
	An understanding of the importance of confidentiality	
Organising and Executing	Able to be an efficient timekeeper and able to organise and manage own time	
	Demonstrable attention to detail	
	Able to follow instructions systematically and work to deadlines	
	Willingness to attend Sixth Form Events	
Adapting	Ability to work productively in a pressurised, busy, deadline driven work environment	
	Ability to maintain a calm, helpful and positive attitude in a bust environment	