

Job Description

Senior School Administrative Assistant - Sixth Form

Effective Date:	2024-25 (Revised Annually)
Job Level:	Local Hire Position
Responsible to:	Head of Sixth Form
Supervisory Responsibility:	N/A
Working Hours:	7.15am to 3.00pm (on occasion be available to work outside core hours). There is an expectation to attend after school team/school meetings, these will not exceed 20 hours per academic year. In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration
Annual Leave:	Annual leave to be taken during school holidays. You are contracted to work 187 working school days, incl. all 7 INSET days and in addition one week prior to the summer INSET.

Main Purpose of the Job

To provide full, confidential administrative support to the Head of Sixth School as well as the Sixth Form team.

In times of need, to support the Senior School Office as required.

Duties and Responsibilities

General

- As delegated by the PA to the Head of Senior School, provide administration support for the Head of Sixth Form and the Sixth form tutors.
- Create and maintain student files, and archive old files.
- Organise meetings between the Head of Sixth Form/Deputy Head of Sixth Form and parents/students.
- Assist with the input, analysis and preparation of Sixth Form data.
- To manage the Sixth Form and Careers budgets.

Students' Attendance and Communication

- Maintain accurate records of student attendance, monitoring absences through Engage .
- Be responsible, daily, for regular communication with the Head of Sixth Form and Deputy Head of Sixth Form regarding attendance issues, absence statistics and individual patterns of attendance.
- Communicate with parents, both by telephone, email and in formal letters, regarding matters of student attendance. Ensure that records are kept up-to-date and concerns shared with the Head of Sixth Form and Deputy Head of Sixth Form.

- Work in collaboration with the Absence department in particular, and other departments when needed.
- To manage the issue of, and replacement of, student ID cards and lanyards

University Applications and Careers

- Assist with the production of letters and other communication, including student transcripts, references and University Applications processing as directed by the Head of Sixth Form and Deputy Head of Sixth Form
- Track student destinations and publish details.
- Manage and organise the Careers and Further and Higher Education resources in the Sixth Form Study Centre/Google Classrooms. To manage the JSTOR account.
- Create and maintain clear documentation e.g. careers booklet, Oxbridge guidance etc.
- Display careers information around the school (e.g. Sixth Form Centre, Google Classrooms).
- To manage the Unifrog system and be responsible for ensuring that students and teachers in the senior school are provided with login information.
- Arrange 1:1 meetings for all Year 12 students re. their post-18 intentions.
- Arrange 1:1 meetings for all Year 11 students re. their post-16 options.
- Provide support for & research resources for Year 13 PSHE
- Provide students with information about scholarships & bursaries
- Create a database of a network of useful business and community contacts.

Events Management

- Assist with the organisation of events within the Sixth Form (e.g. Enrolment, Parental Engagement Evenings, Open Evenings, Prom and Graduation, Careers Fair etc.).
- Arrange visits/webinars from UK and non-UK universities.
- Arrange lectures and presentations by outside speakers.
- Any other duties as assigned by the PA to the Head of Senior School.

Admissions & Enrolment

- Provide guidance and support to the admissions office with any questions relating to Post-16.
- Manage admissions process once all paperwork has been received from interview through to enrolment.
- Ensure that all arrangements regarding school start are in place and communicated to new students and parents.
- Send out enrolment forms to current students & parents post-GCSE results. Check completion of contract and home school agreement. Chase up as necessary.
- Support DC with post-16 options events and communications.
- Update post-16 curriculum booklet.
- Provide Head of Sixth Form with support during enrolment and new student induction.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____