**Crompton House Church of England Multi Academy Trust**

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| **Post Title:** | SIXTH FORM ADMINISTRATOR & POST-16 PASTORAL SUPPORT | | |
| **Location** | Crompton House Church of England School | | |
| **Department** | Sixth Form | | |
| **Grade:** | 4 (SCP 12 - 17) | **Hours:** | 36.40 hours a week  Term time plus 10 days |

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| **PURPOSE OF POST** | Responsible to the Head of Sixth Form for the provision of high order administrative and organisational support, ensuring the smooth running of the sixth form and acting as the first point of contact for students and the provision of necessary pastoral support.  To attend recruitment events which may be out of normal school working hours – this will count towards the plus 10 days. |

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| **KEY TASKS:** | |
| **Administration & ICT** | 1. To provide and be responsible for specific administrative and organisational support services for the Sixth Form team. 2. To be responsible for the administration of Bursary awards, including being the point of contact for any queries from students, and checking attendance and passing on the relevant data to allow bursary payments to be processed. 3. To act as the school’s point of contact for UCAS, obtaining and distributing passwords and other documentation to appropriate staff, monitoring on-line applications and reporting any problems to senior staff. 4. To check pupils’ lesson attendance daily, ensuring that absences are authorised and contacting parents/carers and teachers where not authorised, and reporting any concerns to appropriate senior staff. 5. To undertake word processing and other ICT related tasks including confidential letters, reports and schedules and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations, or research on the internet. 6. To be responsible for manual and computerised records, returns and management information systems such as sixth form admissions and pupil records. 7. To collate, investigate, analyse and evaluate complex data/information and produce detailed reports, management information, data and/or returns in an appropriate format as required, e.g., pupil admissions and exclusions. 8. To actively participate in the promotion and marketing of the school as part of a team, including assisting with publicity materials for the sixth form, particularly the collection of copy and photographs for the sixth form prospectus, and assisting at admissions, results and enrolment days or as otherwise directed as per the needs of the school. 9. To maintain and collate registers and pupil reports and any other information/statistical returns routinely required by Oldham Council and/or Department for Education. 10. To undertake general clerical duties, e.g., dealing with post, to contribute to the smooth running of the sixth form office and to support senior staff. |
| **Reception & Customer Service** | 1. Welcome visitors to the sixth form, ensuring health, safety and safeguarding procedures are followed, such as the signing in/out of a register, issuing badges/passes or escorting visitors as required. 2. To respond to a variety of queries from staff, pupils, parents/carers, and external organisations with respect sixth form administration and to whole school administrative matters. The response may involve the investigation of information to determine facts and formulate an answer. 3. Attendance at recruitment events e.g., school careers fairs and open evenings. |
| **Pupil Welfare** | 1. To undertake pupil welfare duties, looking after sick pupils and administering basic first aid as necessary, and liaising with parents/staff in accordance with School procedures. The role could also include administering first aid to other members of staff. 2. To act as first point of contact for pupils and dealing with their concerns or directing them to appropriate staff/services/agencies. 3. To use school systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve attendance, and remove barriers to learning. To follow the School’s policy and procedures on safeguarding and to promote pupil’s awareness of personal safety and well-being. 4. To support identified students who need to support to organise themselves to complete coursework/examination work. 5. To offer guidance on bereavement to identified students, this will involve referral to appropriate services, including: The School Counsellor, Kooth, TOG MIND,HYM/HM etc. 6. To refer matters of concern, e.g., drug or alcohol abuse or forced marriage, to the appropriate senior teaching staff. 7. To bring all issues relating to Child Protection to the immediate attention of the Child Protection team. 8. To undertake pastoral work with students, assisting the Head of Sixth Form with the following:  * To respond within the specified time to referrals * To register groups at designated times * To monitor attendance and punctuality * To mentor students effectively and keep appropriate records * To respond to achievement data to help target key student underachievement. * To work alongside subject teachers and curriculum team leaders to help intervention. * To provide references for students as required * To develop the sixth form induction session * To attend and contribute to sixth form team meetings. * To contribute to the role of the house system * To be instrumental in student programmes that help develop well rounded individuals i.e., leadership project. * To advise students on how to access advice and guidance, to enable them to make informed choices. * To participate in the design and delivery of the Careers and Higher Education programmes including the HE Week and the Careers Fair * To contribute to the UCAS quality system to ensure that a high standard of forms are being produced by applicants * To ensure students have access to advice on programmes of study and course changes in terms of appropriateness of level and course choice. * To monitor the performance of students on contract * To cover for other Academic Tutors if required * To contribute to and deliver quality systems and regular reviews of performance. * Each member of the Sixth form team will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work. |

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| **STANDARD DUTIES** | |
| * To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all, respecting the rights of other staff and students to be treated with dignity at work. * To uphold and promote the values and the faith ethos of the school. * To implement and uphold the policies, procedures, and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection, ensuring confidentiality as appropriate. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises. * To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school. * To attend and participate in relevant meetings as appropriate. * To undertake any other additional duties commensurate with the grade of the post. | |
| **CONTACTS** | Colleagues working within the School, Pupils, Parents/relatives/carers, Peripatetic services, Educational Psychologists and other education or health care professionals, Governors. |
| **RELATIONSHIP TO OTHER POSTS THE DEPARTMENT** | **Responsible to:** Head of 6th Form  **Responsible for:** N/A |
| **ADDITIONAL NOTES** | An enhanced Disclosure and Barring Service (DBS) check will be requested on successful application to a position in the Trust or Academy. |
| **REVIEW ARRANGEMENTS** | The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | January 2017 | JY |  |
| **Reviewed** | January 2017 | LBH |  |
| **Reviewed** | January 2017 | KN |  |
| **Reviewed** | July 2022 | JB | HR & Governance Manager/Business |
| **Reviewed** | September 2023 | LC | Business Manager |

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| **Person Specification** | | | |
| **Selection criteria** | **Essential** | **Desirable** | **How**  **Assessed** |
| **Education & Qualifications** | | | |
| NVQ level 3 in Business Administration, or equivalent | ✓ |  | A/D |
| NVQ level 4 in Business Administration |  | ✓ | A/D |
| First Aid Certificate |  | ✓ | A/D |
| Willingness to obtain a basic First Aid certificate | ✓ |  | A/I |
| Willingness to undertake training in bereavement counselling. | ✓ |  | A/I |
| **Experience** | | | |
| Experience of using computer packages for word processing, spreadsheets, databases, emails and researching information | ✓ |  | A/I |
| Experience of working within a school in an administrative/business support capacity |  | ✓ | A/I |
| Experience of undertaking a wide range of office based administration and clerical tasks such as typing letters, reports, schedules, spread sheets etc. | ✓ |  | A/I |
| Experience of working with children and young people of school age in a caring capacity | ✓ |  | A/I |
| Experience of analysing data and producing reports in a format appropriate to the audience | ✓ |  | A/I |
| Experience of undertaking reception duties and providing high levels of customer care | ✓ |  | A/I |
| Experience of servicing meetings including preparation of agendas, preparing required papers, and taking and writing up minutes | ✓ |  | A/I |
| Experience of team working to work effectively with others to meet deadlines and goals. |  |  |  |
| **Skills & Abilities** | | | |
| Communication skills to deliver polite, courteous, and efficient customer service, in person and over the telephone, exchanging varied information with a range of audiences | ✓ |  | A/I |
| Interpersonal skills to work with students individually or in small groups to support them with a range of academic or personal issues | ✓ |  | A/I |
| Creative skills to develop options and alternatives that will support children and young people to engage in the learning process | ✓ |  | A/I |
| Literacy skills including spelling, grammar, and punctuation, to be able to compose letters and other documents | ✓ |  | A/I |
| Analytical skills to be resourceful and solve varied problems, through using judgement to interpret information and situations | ✓ |  | A/I |
| Initiative to respond to unexpected problems using recognised procedures and policies as a guide | ✓ |  | A/I |
| Organisational skills to complete tasks to potentially conflicting deadlines, re-prioritising workload as appropriate | ✓ |  | A/I |
| Ability to instruct others, delegate tasks and check the work of others for completion to deadlines and quality standards | ✓ |  | A/I |
| **Knowledge** | | | |
| Understanding of the type of activities which take place within a school office and an appreciation of the administration needed to give effective support for the school. | ✓ |  | A/I |
| Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people | ✓ |  | A/I |
| Understanding why safeguarding is important when working with children and young people. | ✓ |  | A/I |
| **Work Circumstances** | | | |
| To work flexibly as the workload demands | ✓ |  | A/I |
| Occasional out of hours working to support school functions. | ✓ |  | A/I |

Key: I = Interview R = References A = Application D = Documentation T = Test