

ALL HALLOWS CATHOLIC SCHOOL and SIXTH FORM COLLEGE

JOB DESCRIPTION: SIXTH FORM ADMINISTRATOR

JOB PURPOSE

To be welcoming and provide an excellent first impression of All Hallows Sixth Form. The post holder will need to be organised, with excellent communications skills and able to manage a variety of different tasks on any given day.

RELATIONSHIPS

The post holder is responsible to the Administration Manager, the Head of Sixth Form and the Headteacher.

All staff of All Hallows Catholic school should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

RESPONSIBILITIES & KEY TASKS

GENERAL

- Reception duties for Sixth Form; calls, emails, dealing with student, parent, and staff queries
- Providing sixth form attendance to tutors on a daily basis
- Maintaining student files
- Producing reports on attendance and independent studies as required
- Supervise behaviour in the Sixth Form Centre (Study Centre, foyer etc)
- Process student photocopying requests
- Provide registers to tutors and update prayer sheet
- Attend the weekly Sixth Form Management meeting, and produce minutes
- Sixth Form Tracking (October / February / June); manage all data entry and produce reports
- Sixth Form Parents Evenings; produce letters, book rooms, coordinate staff attendance
- Sixth Form Open Evening; produce invite letters, book rooms, coordinate with HODs
- Sixth Form Taster Days; set timetables, book rooms, book activities
- Sixth Form Induction Day; assess room availability and set timetable
- Arrange Head of Sixth Form to visit local schools
- Student Interviews; produce invite letters, set interview times / dates, compile interview packs
- Chase up unpaid registration fees and book deposits in the Autumn Term
- Submit application paperwork for Sixth Form bursaries to Finance
- Manage leaver process; book returns, student filing
- Complete Surrey County Council returns; Year 11, 12, 13 destinations
- UCAS / School Direct; check data, applications, arrange interviews, update UCAS
- Update noticeboards and displays, liaise with HODs

- Ad hoc trip admin for UCAS and any socials
- Attend A-Level exam results day during the Summer Holidays
- Attend A Level Parents Evenings

ITALIAN LINK

- Arrange DBS clearances for all new Host Families
- Attend home visits with Italian Link Lead for prospective Host Families
- Notify Finance of Host Family payment details
- Liaise with Host Families re. events

WORK EXPERIENCE

- Liaise with Careers Lead Teacher as required, attend careers meetings
- Maintain register of work placements, manage and arrange risk assessment as required with Surrey County Council
- Liaise with students; assist with writing CV's, finding placements, chasing and compiling application forms

This job description is not an exhaustive list, and the post-holder may be expected to undertake general administrative work throughout the year as is reasonable and appropriate.

FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the School Bursar and her team.