



SIXTH FORM ADMINISTRATIVE ASSISTANT

Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 3-5

RESPONSIBLE TO: Sixth Form Administrator
Head of Sixth Form

CONTACTS: Internal: Staff and students, trustees, parents
External: Visitors, external agencies

MAIN SCOPE OF JOB:

To assist with administrative duties in the Sixth Form Office along with supervision of the Sixth Form LRC.

Duties and Responsibilities

- a) Responsible for reception and switchboard in the main office at various times in the absence of the Sixth Form Administrator and to provide cover in the main school office as required and respond to phone/email/in person enquiries.
- b) Welcome all visitors to the Sixth Form and deal with them in a friendly and efficient manner.
- c) Switchboard - ensure that all callers' contact with the School is welcoming; deal efficiently with all calls and ensure that all messages are transferred quickly and accurately.
- d) Preparation of letters, forms, booklets and other administrative tasks for Head of Sixth Form, Pastoral Lead, teachers and other members of staff.
- e) Supporting the administration of:
 - student destinations/UCAS process
 - 16-19 bursary and textbook loan scheme.
 - Careers Advisor service for Sixth form students.
 - work experience programme in Year 12 including communication with parents, students and employers.
- f) Student Data – ensure all student attendance data is accurate and up to date.
- g) General administration duties such as filing and checking of stationery orders and stock levels and raising requisitions on the system.

- h) Supporting with the management of student attendance.
- i) Supporting with the admission process to sixth form.
- j) Distribution of lockers for students.
- k) To help facilitate the administration of Milestone Assessments 2 & 4 held in the Sixth Form LRC
- l) To supervise the Sixth form LRC at agreed times, assist in the creation of the supervised study timetable and help oversee the resources available for students.
- m) Carry out any other duties commensurate with the general level of the responsibility of the job.

Equal Opportunities

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

Person Specification:

- Good general education
- Excellent IT skills and proficient in Microsoft Office
- Excellent organisational skills
- Excellent inter personal skills and the ability to relate well to students, parents and staff
- Flexibility
- Ability to use own initiative to organise, prioritise and plan effectively
- Strong attention to detail
- Ability to adapt to the changing needs of the school and Sixth Form
- Ability to work under pressure with a calm disposition
- Ability to meet deadlines
- Ability to communicate well orally and in writing
- Willingness to be trained
- Willingness to take responsibility and to work both alone and as part of a team
- Respect for confidentiality
- Experience with SIMS and CPOMS desirable