

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No	Post Title	Grade	JE Pts	Date
J1564	<b>Administrative Officer – Post 16 Support</b>	Grade 5	387 NJC	April 2008*

### Statement of Purpose

To provide administrative support for the day-to-day operation and strategic planning for the Sixth Form, including support to teachers in raising standards of teaching and learning. You will be supporting the Assistant Head of School, Head of Years, and Tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

### Variations to Job Profile – Administrative Officer – Post 16 Support (Ref. J1564)

\* Please note that the Administrative Officer – Post 16 Support (Job Ref. J1564) has been job evaluated (**September 2019**). However, there are departures from those tasks at John Taylor High School, the full list of which is noted below. The alteration of these tasks has no impact to the job grade.

### Support for Administration

- To support the preparation for new student admissions, and ensure a fully coordinated process is operated, ensuring that staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation
- Maintain accurate and up-to-date, centrally-held records of students on SIMS or other MIS and produce reports and statistics as required e.g. September Guarantee, leavers, retention and student destinations etc. Create and maintain material for the Sixth Form Profile, School Improvement Plan, and Ofsted etc.
- Manage all associated filing including overseeing, archiving and retention of 6th Form student records
- Manage the information flow by establishing and refining processes and procedures
- Provision of a first point of contact with students, parents, external agencies and universities. Receiving visitors, speakers and prospective students and showing visitors around.
- Organise visiting speakers where necessary (e.g. mock interviewers) and co-ordinate and develop links with outside agencies.
- Liaise and assist the Work Experience Administrator to communicate with employers and track students' placements
- Liaise appropriately with the Sixth Form tutor team regarding all relevant administrative issues
- Manage the admissions and leavers' processes via SIMS and other MIS with information gathering, communications with students and parents
- Student and parent voice, set up questionnaires on Survey monkey and produce reports for the Director of Post 16
- Administer 6th form Events, e.g. Open Evening, Awards Evening, The Leavers' Ball and attend other 6th Form events when required
- Research, cost and administer 6th Form trips

- Arrange & minute meetings
- Maintain the SF website and tweet news
- Administer the 16-19 bursary including liaising with parents and monitoring students' attendance.
- UCAS process
- Liaise with parents to obtain information as necessary.
- Record Post 16 students who go off site e.g. study leave, work experience.
- Assist the administration of sixth form course options for year 11 students including all aspects of sixth form timetabling, prospectuses and bridging courses.
- Maintain information boards
- Attend results day and provide two weeks support during the Summer break
- Circulate opportunities e.g. Universities, Medi Link, Work Experience
- Identify grant opportunities and support the process
- Support sixth form data analysis
- Complete a range of administrative tasks including letters, filing.
- Collate examination results for Post 16 students

### **Support for Organisation**

- To assist in the organisation of the sixth form open day/evening, sixth form induction days and sixth form parents' evenings.
- Any reasonable task as directed by the Assistant Head of School: Director of Post 16
- In addition, general admin tasks as required for the main office during the holiday periods.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

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### **Note 1:**

**The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.**

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**Person Specification**  
**Administrative Officer – Post 16 Support**  
**Level 3**

<b>Essential Criteria</b>	<b>Measured By</b>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of development, management and operation of administrative systems.</li><li>• Experience of working in a school setting.</li></ul>	AF/1
<b>Qualifications/Training</b> <ul style="list-style-type: none"><li>• NVQ3 Business and Administration or equivalent qualification or experience in relevant discipline.</li></ul>	I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"><li>• Effective use of ICT and other specialist equipment.</li><li>• Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li><li>• Ability to plan and develop systems.</li><li>• Ability to relate well to children and adults.</li><li>• Good organising, planning and prioritising skills.</li><li>• Good interpersonal skills.</li></ul>	AF/1

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### Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholder and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

#### Note 1:

**In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours and**
- **Attitudes to use of authority and maintaining discipline.**