



## Pastoral Administrator – Sixth Form

<b>Team:</b>	<p>Administration Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
<b>Performance Reviewers:</b>	Senior Administration Manager and member of the Senior Leadership Team
<b>Hours of work:</b>	<p>33.5 hours per week, across up to 200 days (40 weeks) per annum, through the school's term time.</p> <p>Standard working day of 8am to 3.30pm Monday to Friday, with an unpaid lunch break.</p> <p>A reduced working day of 8am to 11.30am (without a break) in the second half of the Summer Term is possible if desired, during the period of Sixth Form public examinations.</p>
<b>Place of work:</b>	Wilson's School, Mollison Drive, Wallington, SM6 9JW
<b>Key Purpose:</b>	To provide comprehensive administrative support to the Sixth Form pastoral team. <u>Strong skills with IT are essential.</u>
<b>Detailed Job Description (Duties &amp; Responsibilities):</b>	<p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Sixth Form team, including formatting, proof reading and typing correspondence to students, parents and other stakeholders as required.</li> <li>• Provide administrative support to Senior Leaders and Directors in relation to all aspects of pupil welfare for Sixth Form pupils.</li> <li>• Attend Sixth Form team meetings and assemblies as required.</li> <li>• Act as the first point of contact for parents by monitoring the relevant e-mail inboxes and answering the telephone, disseminating queries to the appropriate member of the team.</li> <li>• Handle routine administrative queries from Sixth Form students and direct them to the relevant member of the team as needed.</li> </ul>

- Post staff requests on the plasma screen in the Sixth Form study area, promptly

### **Pupil Data**

- Maintain accurate and up to date pupil records for Sixth Form pupils in the School's MIS.
- Monitor and act upon changes requested by parents in the School's MIS investigating before making/accepting changes as required.
- Ensure that Unique Pupil Numbers (UPNs) are obtained for all new Sixth Form pupils and entered into the School's MIS.
- Assist Senior Leaders with the setup of MIS dependent software and tools for the start of each academic year e.g. online homework management tools.
- As required, to maintain paper files for students and undertake filing.
- Co-ordinate the arrangements for pupil photographs at the beginning of Year 12, ensuring the upload of photographs to the School's MIS.
- Oversee the internal processes when a Sixth Form pupil leaves the school and ensure notification is given at the required times:
  - To the London Borough of Sutton for pupils added to the School roll, and the relevant home authority pupils being removed from the School roll and of children who are absent from education
  - To destination schools, passing on information or pupil files as required (including safeguarding files)
- Amend leavers' details on the School's MIS.

### **Safeguarding & Pastoral Administration**

- Undertake any administration associated with student lockers.
- Prepare materials for form tutors as requested by Heads of Year and/or Director of Sixth Form.
- Provide all administration relating to the transition of pupils from Year 11 to Year 12, both internal and external candidates. This includes (but is not limited to):
  - Preparation of the A Level Options booklet & Sixth Form Brochure
  - Information packs for GCSE results envelopes
- Provide support for all elements of the administration of the 16-19 Bursary fund.
- Provide administrative support (to the SENCo, Deputy SENCo, Directors, Heads of Year and Senior Leaders) for the production of pupil SEN and other potentially vulnerable pupil lists.
- Maintenance of the Bullying and Harassment register.
- Liaison with the School Nurse, Counsellor, Education Psychologist, Clinical Psychologist and any other professionals with regard to pupil support and appointments, and any other administration as required.
- Support the Designated Safeguarding Lead and wider Safeguarding Team in the administration of all child protection and safeguarding matters relating to pupils in the Sixth Form, including (but not limited to):

- Administration of the School's online Safeguarding & Child Protection database
- Assistance with the completion of referral forms and following up referrals made
- Filing, scanning and secure record keeping of highly sensitive data as required
- Undertake all administration for Parents' Evenings for the Sixth Form, ensuring parents and staff are given timely reminders for the arranging of appointments.

#### **Attendance**

- Coordinate the daily monitoring and tracking of pupils' absence with a focus on pupil safeguarding, following up unauthorised absence and lateness on a daily basis, prioritising the vulnerable.
- Ensure that session and lesson registers are pre-filled where planned absence has been agreed through the submission of an approved leave of absence request.
- Maintain records of authorised absence from school, including those resulting from open days or other external events, and advise the Director of students whose requests for absence should be refused.
- Each morning, receive and log absence calls and messages for the Sixth Form.
- Act as the administrator of the electronic registration system, resolving issues faced by the students and liaising with the support company where necessary to ensure its smooth running.
- Check registers in the School's MIS and reconcile with absence notifications.
- Immediately follow up unexplained absences from AM and PM registers and contact parents regarding attendance where necessary.
- Notify the appropriate Head of Year and Senior Leader in charge of attendance of any unexplained absences to school.
- Regularly monitor lesson registers and follow up missing registers with the relevant member of staff.
- Ensure that unexplained absences in lesson registers are reconciled and appropriately completed.
- Assist with Attendance Returns to the Department for Education as required.

#### **Next Steps Administration – University, Apprenticeships and Careers**

- Assist the Templeton Head of Higher Education and Careers and other senior leaders in all administrative processes related to UCAS, university applications, apprenticeships, careers and work experience.
- Provide administrative support for all Sixth Form events e.g. Oxbridge Evening, Higher Education Evening, Information Evenings, Leavers' events.

#### **Behaviour**

- Supervise the Sixth Form study area and VI, ensuring that the highest standards of behaviour are maintained.
- Maintain records of sanctions, including Lates Detention and Directors' Detention and those on stages of their Sixth Form Agreement

**Team Responsibilities:**

- Lead on all aspects of administration (including staff rotas and letters) relating to the following for pupils in the sixth form:
  - Internal Exclusions
  - Head's Detention
  - Director's Detention
  - Lates Detention

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Administration Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.
- Seek to solve problems as they arise.
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.
- Act as the official deputy for at least one postholder (identified by the Senior Administration Manager) so that knowledge and expertise is shared.
- Provide cover for absent colleagues within the Administration Team as and when required.
- On a rota basis, as determined by the Senior Administration Manager, to:
  - Undertake first aid duties (appropriate first aid training will be provided)
  - Undertake Reception duties (including greeting visitors, controlling access to the School, managing arrivals, receiving deliveries, answering the telephone in a professional manner and managing the School Office inbox)
  - Support the administration of A Level and GCSE results days in August. The post-holder will be required to be present on A Level results day and the previous day each August. Recompense will be provided via time off in-lieu.
- Support, as required, significant events within the School, including (but not limited to):
  - Entrance examinations and Aptitude tests
  - Open events
  - Public and internal examinations
  - Book return
  - Visits
  - Prize Giving
  - Founder's Day
  - Responses to major incidents

	<p>When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).</p> <p>All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.</p>
<p><b>Training and Development:</b></p>	<ul style="list-style-type: none"> <li>• Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role.</li> <li>• Participate in training and other professional development activities provided by the School.</li> <li>• Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role.</li> <li>• Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.</li> </ul>
<p><b>General Professional Standards:</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and promote safeguarding and child protection requirements, including <i>Keeping Children Safe in Education</i> and the School's Safeguarding and Child Protection Policy and procedures.</li> <li>• Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School's expectations.</li> <li>• Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.</li> <li>• Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.</li> <li>• Promote equal opportunities and celebrate diversity in all aspects of the School and its community.</li> <li>• Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.</li> <li>• Maintain high standards in attendance and punctuality.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.</p> <p>This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.</p>	