

WILSON'S SCHOOL



SIXTH FORM ADMINISTRATOR

Term time

£17,345 per annum pro rata

Scale 7 to 10: £22,995 - £24,258 (FTE)

Hours of work 8.00am to 3.30pm (reduced hours in last Summer half term)

Required from September 2021

Closing Date for Applications: Wednesday 7 July 2021 (9am)

We are looking for an organised and professional individual to take on the role of Sixth Form Administrator. The Sixth Form Administrator's core function is to support the Sixth Form team and monitor attendance. The role is mainly term time only but may involve a few days work in the school holiday times (around results days).

Wilson's School is a boys' selective state school in Wallington, Surrey. We have around 1300 pupils and 120 staff members. It is a friendly and dynamic Ofsted 'outstanding' school. We strive to be a caring community and to provide a challenging environment in which everyone feels valued. Behaviour management systems in the school are good-natured but firm and relationships between students and staff are very positive making the school a pleasant place to work. The Sixth Form has around 350 students studying for A Levels in a range of academic subjects. The Sixth Form is overseen by the Director of Sixth Form supported by two Deputy Directors, a Pupil Support Manager and the Templeton Head of Higher Education.

We wish to appoint someone with the right skills and experience to be able to take on this vital role within the school and who has the flexibility, organisational and people skills required to successfully ensure the smooth running of Sixth Form Office.

Sixth Form Administrator Job Description

Accountable to: Director of Sixth Form

- Provide secretarial support to the Sixth Form Team in relation to Sixth Form matters, including formatting, proof reading and typing correspondence to students, parents and higher education institutions.
- Attend fortnightly Sixth Form Team team meetings.
- Handle routine administrative queries from Sixth Form students and direct them to the relevant member of the team as needed.
- Supervise the Sixth Form study area and VI, ensuring that high standards of behaviour are maintained.
- 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.
- Assist the Templeton Head of Higher Education and Careers in all administrative processes related to UCAS and university applications.
- Maintain accurate attendance records (including punctuality) of all Lower and Upper Sixth students, following up unauthorised absence and lateness on a daily basis.
- Advise the Director on a daily basis of Sixth Form registers which have not been completed and remind teaching staff who have not completed them to do so.
- Maintain records of authorised absence from school resulting from open days or other external events and advise the Director of students whose requests should be refused.
- Maintain records of sanctions, including those on stages of their Sixth Form Agreement.
- Produce attendance and punctuality reports from the SIMS (School Information Management System) database for the Sixth Form Team on a weekly and half termly basis, and as requested.
- Support the Sixth Form Team with the organisation of Year 12 and Year 13 Parents' Evenings and the Sixth Form Opening Evening / Open Afternoon.
- Provide administrative support for the Oxbridge Evening, Higher Education Evening, Information Evenings and any other Sixth Form event (e.g. leavers' events).
- Undertake any administration associated with Sixth Form lockers.
- Provide administrative support in relation to GCSE and A Level results days and admission and Induction of new students to the Sixth Form (both internal and external candidates).
- Act as the first point of contact for parents by monitoring the Sixth Form e-mail inbox and answer phone, disseminating queries to the appropriate member of the team.
- Post staff requests on the plasma screen in the Sixth Form study area, promptly.
- Maintain paper files for Year 12 and Year 13 students and undertake necessary filing (e.g. of reports).
- Maintain accurate and up to date pupil records for Sixth Form pupils in SIMS.
- Communicate with students and parents using the SIMS InTouch platform and email.
- Maintain the Director of Sixth Form's diary and provide secretarial support as requested in support of his duties across the school.
- Assist at school events when necessary (this would be outside of the usual working hours and the postholder would normally be offered time off in lieu at a time agreed with the Line Manager).
- Support the wider support staff team as may be necessary e.g. covering the reception desk during lunch; sharing administrative duties where requested.
- Perform such other duties as may from time to time reasonably be assigned to the postholder.
- Promoting and safeguarding the welfare of any children or young people the postholder may come into contact with.

This job description is subject to review from time to time and may be changed as a result of consultation.

Person Specification:

The successful candidate will have the following qualities and characteristics:

Required

- Confident and professional attitude;
- Outstanding organisational and administrative skills;
- Attention to detail;
- Good IT skills and computer literate;
- Ability to assess priorities when faced with conflicting and multiple demands;
- Ability to work well under pressure;
- Strong communication skills (verbal and written) and good literacy skills;
- Ability to build and maintain positive relationships with students, parents and staff;
- Ability to command respect from students;
- Flexibility;
- Discretion, tact and an understanding of the need for confidentiality;

Highly Desirable

- Experience of working in a school environment.

Interested candidates should complete the Application Form and write a covering letter (no more than two sides of A4) outlining how their skills and experience match the job description and person specification. The letter should be addressed to the Head, Mr Cole. Applications can be submitted in hard copy or electronically and sent to Mrs H Ware HW@wilsonsschool.sutton.sch.uk.

Closing date: **7 July 2021 at 9am**

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) Order 1975 (as amended)

Wilson's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As employment with Wilson's School allows access to children and young people this legislation entitles us to ask applicants for employment to disclose all cautions and convictions even if they are "spent" however certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers and cannot be taken into account by employers see

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> for more information.

Prior to employment we will obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS) revealing details of all unprotected convictions and cautions, both unspent and spent, and also any intelligence information which a chief officer of police reasonably believes to be relevant to the application. Any offer of employment will be subject to clearance, satisfactory to Wilson's School, that you are suitable for employment within the category of the post applied for.