



**BROADLEAF**

PARTNERSHIP TRUST

A growing family built on collaboration

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## JOB DESCRIPTION

<b>Title of Post:</b>	Sixth Form Administration Assistant – Plantsbrook School
<b>Status:</b>	Term time plus 2 weeks - Full or Part time considered
<b>Responsible to:</b>	Assistant Head Sixth Form
<b>Salary:</b>	Grade 3 £20,903 - £27,041 per annum, pro rata

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### JOB PURPOSE

- To provide a fully comprehensive administrative support service to the Sixth Form.
- To support pupils in our Sixth Form by providing outstanding administration support to the Sixth Form team.
- To work with parents, students, teachers and support staff in helping students to be the best that they can be.

### Administration and Pastoral Duties

- To support the Senior Leadership team to lead and manage, and monitor attendance, punctuality, sixth form uniform and behaviour of the Sixth Form at all times.
- Ensuring that pastoral information about pupils in the Sixth Form is effectively maintained (in line with school procedures), and ensuring that this is communicated effectively, sensitively and on a need to know basis.
- Developing sections of the Sixth Form website for students and parents with information, news, guidance and advice pertaining to the needs of Sixth Form pupils, and monitoring and updating as necessary.
- To provide administration support to the Sixth Form team to ensure appropriate rewards, interventions and sanctions are in place for Sixth Form students.
- Supporting students from other schools as they enter the Sixth Form as part of the induction process.
- Coordinate the organisation of the Sixth Form Leavers' assembly, prom and other social events.
- Ensuring that parents are kept fully informed of students' progress and maintaining good working relationships with parents as far as possible.
- To help organise internal and external mock examinations.
- To be present at school on and around A-level and GCSE results days to support the Sixth Form team with administration.
- To liaise with the Careers Team & Head of Sixth Form to ensure administration support is in place to allow effective CEIAG provision is in place.
- Attending and assisting in the organisation of Sixth Form evening functions required. (e.g. induction evenings, parents evening, information evenings, H.E information evening).
- Provide administrative support to Assistant Headteacher – Head of Sixth Form.
- To communicate with parents/outside agencies by telephone/email on behalf of the Assistant Headteacher – Head of Sixth form.
- Take minutes for meetings with parents/outside agencies.
- Input and monitor attendance on a weekly basis, including daily absences and AM/PM registers.
- Produce attendance, behaviour, academic and reward Arbor reports/spreadsheets on a weekly basis to report on and analyse progress.
- Where necessary, organise student reports and communication home.
- Produce letters and emails for students in detention on a weekly basis. Amend detention list and update Arbor.

- Use Schoolcomms to support communication for Sixth Form.
- Maintain accurate student records on Arbor, liaising with staff as appropriate.
- Maintain the mental health and well-being spreadsheet and provide updates to staff as appropriate.
- Liaise with the Careers team, Sixth Form Tutors and Assistant Achievement Coordinator and provide administrative support as necessary.
- Provide administration support for the preparation of the Y12 and Y13 team meetings and Parents' evenings.
- Provide administrative support for Sixth Form trips using Evolve.
- Provide administrative support for the Careers team, including support for work experience.
- Complete the administration for the September Guarantee for the local authority, alongside the Careers team. Data required for Y11/Y12/Y13.
- Update the Sixth Form noticeboards regularly and update the electronic displays weekly.
- Organise archiving of Y11 and Y13 files annually.
- Organise the Sixth Form admissions process, including interviews, offers and communication with applicants.
- Organise and implement the Sixth Form enrolment process via the online portal, ensuring all students are accurately added to their student curriculum on Arbor.
- Create timetables for the Y12 intakes and amend subjects where necessary.
- Analyse attendance and lesson reports on a weekly basis and intervene, where necessary.
- To establish a positive, collaborative working relationship with the Sixth Form Tutors and staff to ensure the smooth and consistent running of the Sixth Form.
- To encourage an environment where pupils feel safe, in which bullying and discrimination are not accepted and in which they are dealt with quickly, consistently and effectively whenever they occur.
- Support and contribute to the School's responsibilities for safeguarding pupils.
- To ensure that all safeguarding issues are recorded on the 'CPOMS' safeguarding system.
- To carry out duty responsibilities including supporting Sixth Form students' entry and exit to the building during the morning and leaving the site at lunch time.
- To act as a designated Fire Marshall for a specific zone.
- To supervise detention and sixth form study support.
- To supervise students in private study.
- To support the Senior Leadership team to lead and manage the emotional well-being and pastoral care of all Sixth Form pupils, including liaising with the Head of Sixth Form and outside agencies.

### **General**

- To undertake appropriate professional development including adhering to the principle of performance management and development.
- Contribute to the overall ethos/work/aims of the school.
- To be a professional role model with a clear understanding of tolerance and the importance of diversity.
- Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- Observance of Equal Opportunities, Confidentiality, Code of Conduct, Health and Safety Policies and Internet Code of Practice will be required.

This Job Description is current at January 2022, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

**Closing Date: Tuesday 25 January 2022, 4pm**

**All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.**

***Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.***

## PERSON SPECIFICATION

**Title of Post: Sixth Form Administration Assistant**

Attributes	Essential	Desirable	How Assessed
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting young people 11-19 years in a voluntary or other professional capacity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or social work setting</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Recent experience of administration in a fast moving environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with Support Services for young people</li> </ul>	AF/I
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good communication skills verbal and non-verbal</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>Excellent planning, administration and organisational skills</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>Good IT skills– Microsoft Office with particular expertise in spreadsheets and databases</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>Ability to summarise and record information accurately</li> </ul>		AF
	<ul style="list-style-type: none"> <li>Prioritise own work and ability to work on own initiative</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>Experience of writing reports</li> </ul>		AF
	<ul style="list-style-type: none"> <li>Understand the importance of establishing and maintaining an effective safeguarding culture.</li> </ul>		I
	<ul style="list-style-type: none"> <li>The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post</li> </ul>		I
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Confidence, authority and excellent interpersonal skills</li> </ul>		I
	<ul style="list-style-type: none"> <li>Initiative and self-motivation</li> </ul>		I
	<ul style="list-style-type: none"> <li>Innovative approach to problem solving</li> </ul>		I
	<ul style="list-style-type: none"> <li>Effective time management skills</li> </ul>		I
	<ul style="list-style-type: none"> <li>High quality people skills to deal with difficult conversations</li> </ul>		AF
	<ul style="list-style-type: none"> <li>Creativity and ability to think laterally</li> </ul>		I
	<ul style="list-style-type: none"> <li>A 'can do' approach and positive outlook</li> </ul>		I
	<ul style="list-style-type: none"> <li>Be optimistic, enthusiastic and generous of spirit</li> </ul>		I
	<ul style="list-style-type: none"> <li>Have a sense of proportion and humour</li> </ul>		I
	<ul style="list-style-type: none"> <li>Ability to adapt to a variety of situations</li> </ul>		I
	<ul style="list-style-type: none"> <li>Be committed to safeguarding and promoting the welfare of children and young people</li> </ul>		I
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and maths A*-C or 9-4 or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>A Level (or higher) qualifications</li> </ul>	AF
		<ul style="list-style-type: none"> <li>Business Administration/IT qualification</li> </ul>	AF
		<ul style="list-style-type: none"> <li>First Aid training</li> </ul>	AF

**Method of Assessment – AF – Application Form, I – Interview**