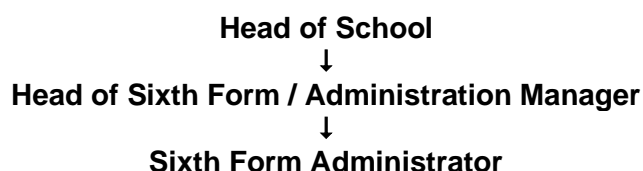


King's Academy Easthampstead Park

Sixth Form Administrator

Location: Easthampstead Park	Department: Administration
<p>Pay Grade: KGA04-4, £21,781 per annum - £25,930 FTE - (£13.44 per hr) includes London Fringe and Holiday Entitlement.</p> <p>Hours: 37 hours per week, Monday to Friday, 8am – 4pm (3.30pm Fridays) including a ½ hour unpaid break, term time only</p> <p><i>Hours to be: Admin 8.00am-9.20am – Sixth Form 9.20am – 1.20pm Copy Centre 2.00pm – 4.00pm</i></p>	<p>Accountable to: Head of Sixth Form / Administration Manager</p>

Designation of Post and Position within Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate

Job purpose

The Sixth Form Administrator plays a key role in supporting student achievement, engagement and wellbeing within the Sixth Form. Based primarily in the Sixth Form study complex, the postholder will supervise students during directed study periods, support effective independent learning, and work closely with the Head of Sixth Form to monitor progress, attendance and learning data. The role also includes liaison with parents and contributing to the wider school administration team, ensuring smooth and efficient day-to-day operations.

Designation of post and position within the Department Structure

The post holder's day to day working arrangements are under the direction of the Head of Sixth Form / Administration Manager.

Main duties and responsibilities

Sixth Form Support

- Supervise students during directed study periods, maintaining a calm, purposeful and supportive

learning environment.

- Promote positive study habits, independence and high expectations for behaviour and engagement.
- Act as a visible and approachable presence for Sixth Form students within the study complex.
- Support the Head of Sixth Form in tracking attendance, punctuality, progress and learning data.
- Maintain accurate records and contribute to monitoring and intervention processes.
- Communicate with parents/carers regarding attendance, learning concerns and routine Sixth Form matters, in line with school procedures.

Administration and Data

- Maintain and update Sixth Form records, databases and documentation accurately and confidentially.
- Assist with the preparation of reports, correspondence and data analysis related to student progress and attendance.
- Support the organisation of Sixth Form events, meetings and assessments as required.

Wider School Administration

- Provide administrative support to the wider school office team as required.
- Assist with reprographics, including printing, copying and preparation of learning and administrative materials.
- Support general administrative tasks, contributing to the smooth running of the school.

General

- Uphold safeguarding, confidentiality and data protection requirements at all times.
- Work collaboratively with staff across the school.
- Undertake training and professional development as appropriate.
- Carry out other duties commensurate with the role, as directed by senior staff.

• Scope of Job (Budgetary/Resource control, Impact)

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- *There are no budgetary responsibilities linked to this role - budget responsibility is held by the School Business Manager as the Line Manager*

• Impact on Community

- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

King's Academy Easthampstead Park

Person Specification – Sixth Form Administrator

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Attainment of Level 2 qualification in Maths and English at grade C or above • First Aid Certificate to be obtained post appointment (the school will provide the training) 	<ul style="list-style-type: none"> • Experience of working in a Sixth Form or secondary school environment. • Familiarity with attendance tracking, progress monitoring or school MIS systems. • Experience of reprographics or office-based production work. • Understanding of safeguarding and data protection in an educational context.
Competence Summary (knowledge, abilities, skills and experience)	<ul style="list-style-type: none"> • Experience of working in an administrative role, preferably within an education or youth-focused setting. • Experience of working with young people in a supervisory or support capacity. • Experience of handling data and maintaining accurate records. • Experience of office administration packages and their application and use within a professional office environment: Word or Google docs Excel or Google sheets Outlook or Gmail - diary and email • Strong organisational skills with the ability to manage competing priorities. • Effective time management. • Excellent communication skills, both written and verbal. • Confidence in liaising professionally with parents/carers. • Ability to supervise students effectively and promote a positive learning 	<ul style="list-style-type: none"> • Knowledge of SIMS applications • Ability to use and create databases • Website development and publishing

	<p>environment.</p> <ul style="list-style-type: none"> • Ability to maintain strict confidentiality of information processed as part of the role. • Be able to follow things through. • Good IT skills, including use of databases, spreadsheets and school information systems (or willingness to learn). • Ability to work both independently and as part of a team. 	
Work related personal requirements	<ul style="list-style-type: none"> • Deal sensitively with parents, pupils and colleagues in person and by telephone. • Professional, tactful and sensitive. • Enthusiastic, proactive and reliable. • Discreet and able to handle sensitive information confidentially. • Commitment to supporting young people's learning, progress and wellbeing. • Flexible and willing to support the wider school when required. • Ability to work on own initiative on your own and also within a team to meet deadlines and organise workload in a pressurised environment. • Flexible with working hours. • Enjoy working with young people. 	<ul style="list-style-type: none"> • Be prepared to attend school events and meetings outside of office hours • Be emotionally resilient and to be able to work with students and parents and carers who may have emotional and behavioural difficulties
Other work requirements	<ul style="list-style-type: none"> • A willingness to promote the ethos of the school. • To take part in the Appraisal Process in school, taking responsibility for your own professional development. • Able to identify training needs and participate in training and development activities to address these and share knowledge with others. 	.

	<ul style="list-style-type: none">• A satisfactory enhanced DBS check which the school will undertake for the successful appointee.	
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You are to have read and understood at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" (KCSIE). This is available on the school website under information/policies. You will be asked to sign to confirm that you have, during your CP induction.