

Job Description

Job Title:	Sixth Form Administration and Pastoral Support Assistant
Location:	Greensward Academy
Hours of work:	37
Reports to:	Assistant Vice Principal - Sixth Form/Director of Sixth Form

Purpose of the Role:

To support the Sixth Form Leadership Team, delivering an effective sixth form administration service in line with Administration procedures and academy policies whilst, at the same time, working to support the pastoral needs of Key Stage 5 students.

Responsibilities:**Sixth Form Support**

- To provide administrative support to the Sixth Form Leadership Team, including collating reports, correspondence and other relevant documentation
- To supervise the Sixth Form reception area, welcoming students and staff that report to the site
- To support and maintain office systems to ensure smooth running of Sixth Form office
- To use own initiative and prioritise workload, deal with telephone calls/correspondence and arrange meetings accordingly for the Sixth Form Leadership Team
- To produce reports (using academy MIS system) and related material, maintaining high levels of quality assurance for all documents
- To collate daily attendance reports for Sixth Form leadership team, acting as initial first day contact point for absent students.
- To lead administratively on processes for all Sixth Form events and administration tasks
- To present on progress of Sixth Form events to the Academy Senior Leadership Team (SLT)
- To support SLT on Sixth Form events as required
- To attend Results Days, Open Evenings and other events as required
- To review and chase relevant staff when deadlines are imminent on projects
- To prepare documents for the new academic year and managed archived documents accordingly
- To support the Exams Officer/Administration Team to organise and prepare work relating to the exam results during the holiday period and to distribute exam results to students
- Deal with student enquiries, and support and refer students to appropriate departments/services
- Monitor behaviour of students within common areas and manage where appropriate, in line with academy procedures
- To provide a level of pastoral care to students, acting as an initial liaison. Safeguarding training will be provided.

Health and Safety

- To ensure a safe environment is maintained within the Sixth Form Centre referring any areas of concern to the Line Manager and Head of Facilities

- To complete risk assessments, Accident Forms and other required health and safety documentation for the Sixth Form Centre seeking advice from Line Manager/Head of Facilities where required
- To undertake training and be a named First Aider for the Sixth Form Centre and wider academy

Main Office Support

- To provide administrative support to the Main Office administration team in times of absence or high workload

General

- To attend required meetings and training sessions
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- To maintain confidentiality in all academy related matters
- To undertake any other duties commensurate with the post, as directed by Line Manager

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Sixth Form Administration and Pastoral Support Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Advanced IT skills including Microsoft Excel and databases Good typing skills Educated to Level 3 or Equivalent including GCSE English and Maths 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of adapting effectively to changing situations Experience of building and maintaining effective relationships and negotiating effectively Experience of working effectively as part of a team 	<ul style="list-style-type: none"> Experience of working in school administration Experience of using a school MIS database and/or an electronic filing system

		<ul style="list-style-type: none"> • Experience of communicating effectively to young people and adults, both orally and in writing • Experience of resolving complex problems independently • Experience of developing and implementing processes and procedures • Experience of planning and managing a busy workload and conflicting priorities to deadlines • Experience of working in a fast-paced administration role including producing accurate documentation and co-ordinating events/processes • Experience of using Google Apps • Experience of dealing with sensitive issues and maintaining confidentiality 	
Skills	Line management responsibilities	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

	Forward and strategic planning	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Requirement to use VDU Ability to plan work termly (3-4 monthly) Ability to stay calm under pressure Ability to present to SLT meetings Willing to work flexibly to meet academy needs Willing to undertake training and become a named First Aider Demonstrate a commitment to equality 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Highly motivated. Maintain high professional standards. Excellent communication skills Commitment to own professional development, able to identify training needs and identify opportunities to meet them. 	<ul style="list-style-type: none">
	Values	<ul style="list-style-type: none"> Ability to demonstrate, understand and apply our values Be unusually brave Discover what's possible Push the limits Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> Successful candidate will 	



		<p>be subject to an enhanced Disclosure and Barring Service Check</p> <ul style="list-style-type: none">• Right to work in the UK• Show a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	
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