



The Piggott School

Job Description

Job Title: Sixth Form Administrator

Responsible to: Head of Key Stage Five

Working to: Pastoral team for KS5

Salary Grade: 4

**25 - 37 hours per week to include ½ hour unpaid break per day
Term time only (not including INSET days) plus one week during the summer holidays**

The Purpose of this role is:

This role will work in partnership with the Sixth Form leadership team to provide administrative and organisational support for Key Stage Five provision in the school. Focusing on accurate and robust record keeping, alongside excellent communication skills with all stakeholders, the Sixth Form Administrator will contribute to the outstanding practice already in place. A proactive approach to the role will support the Sixth Form team in ensuring an efficient, high impact and first class experience for all members of the school community. Promoting effective communication between internal and external stakeholders is central to the success of this role.

Main Duties and Responsibilities for Sixth Form administrator:

1. To provide administration and organisational support for all Post 16 learning provision.
2. To provide general administrative support to the Sixth Form Leadership Team.
3. To actively monitor and track attendance for all Key Stage Five students, providing data, analysis and intervention as required.
4. To support the data management for all Post 16 learners; including assessment, reporting, student information, student files and data sharing with external stakeholders.
5. To support communications, internally and externally, regarding the recruitment and application process for students wishing to join the Sixth Form. Efficient and timely communications will ensure a smooth transition for students into the Sixth Form community.
6. In collaboration with the Sixth Form Leadership Team, monitor and promote the use of digital platforms within Sixth Form provision; including UCAS and Unifrog.
7. To support the organisation of the Sixth Form enrichment programme, including careers provision, destinations, off site learning opportunities and visiting speakers.

8. When appropriate, provide pastoral care and guidance to students in the Sixth Form, liaising with the pastoral team, parents and subject staff accordingly to support the needs of the student.
9. To actively promote and model the safeguarding principles of the school and ensure inclusion for all.
10. To ensure confidentiality at all times adhering to the Data Protection Act, KCSIE and other relevant legal requirements.
11. To occasionally escort and supervise pupils on educational visits and out of school activities.
12. To supervise groups of children at break and lunchtimes as required.
13. To supervise groups of children if required
14. Other duties as deemed appropriate by the Executive Headteacher

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation, may be changed by the Executive Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description review history: January 2023