

# VYNERS SCHOOL



## Sixth Form Administrator / Supervisor

### Job Description

#### Core Purpose:

- Supervision of the Sixth Form study room (including ensuring students are correctly registered for study periods) from 8am – 11am daily. The postholder has primary responsibility for overseeing student behaviour in the study room.
- Provisions of a comprehensive, efficient and professional administrative service to the Sixth Form management team, including supporting the Sixth Form admissions / enrolment process and overseeing Sixth Form attendance.

#### Core Qualities:

- Self starter, capable of working independently and also as part of a team.
- Ability to communicate effectively with a wide range of internal and external stakeholders, including staff, parents and students.
- Ability to use initiative to resolve problems
- Organised, with excellent time management skills and a good eye for detail
- Confident in their interactions with students, capable of ensuring an appropriate level of 6<sup>th</sup> form conduct
- Able to promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people

#### Specific Responsibilities

##### Supervision of the Sixth Form Study Room from 8am – 11am daily

Located and working from the study room:

- To provide daily supervision for the Sixth Form study room, ensuring students are working in a productive and silent environment and using their study time effectively.
- To act as a point of contact for enquiries in the study room, helping students in the first instance and directing students on to an appropriate member of staff as required.
- To ensure a register of students is taken on SIMS at the start of every period and oversee signing in and out of school when appropriate.
- Ensure that students have access to cover material (supplied by teaching staff, usually via google classroom) in the event their teacher is absent from a lesson.
- Provide feedback on students to the Sixth Form team as and when required.
- In the case of a fire alarm, take relevant attendance information to the meeting point.
- Ensure efficient handover of duties at 11am.

##### Sixth Form Administration

- To provide support on Sixth Form Induction Day, Year 11 into 12 Options Evening, Results Day and Sixth Form Information / Open Evenings.
- Support with the Sixth Form admissions process, including acting as a first point of contact for all Sixth Form enquiries, particularly from external candidates.
- Oversee and monitor Sixth Form attendance and create any relevant reports.
- To provide particular support to new students, ensuring cashless and e-registration accounts are created, ID badges produced etc.

- To act as a point of coordination for the annual Sixth Form Bursary, ensuring the scheme is publicised and that students who may be eligible (either because they are previous claimants or have been in receipt of free school meals) are particularly aware of the scheme.
- To act as a central point of contact for all Sixth Form references requested from the school.
- To collect, coordinate and prepare the annual Student Destination Report.
- To provide general typing and administrative support for members of the Sixth Form Management Team.

**Sixth Form attendance**

- To monitor and report on Sixth Form attendance and lates to school, including ensuring the daily text message is sent out to relevant parents
- To support the Sixth Form team in managing sanctions issued for lates and attendance eg scheduling and registering (but not supervising) detentions.
- To escalate any concerns about attendance to a member of the Sixth Form team or the school safeguarding team.
- To flag any concerns with the 6th Form team about students who regularly have poor attendance or punctuality. To issue letters home, as may be required, about students who are falling below and acceptable level of attendance.

To undertake other administrative duties as may reasonably be required from time to time.

**Line Manager:**

Head of Sixth Form or Sixth Form Year Leader

**Hours of Work:**

8.00am – 1.00pm. Term time (188 days) plus 5 INSET days. In addition FIVE days to be worked in the last 2 weeks of August. The postholder will need to be in school for the last week of the summer holiday and around GCSE results day in order to be able to support the enrolment of new Year 12 students.

**Grade:**

This post is paid on Vyners Grade 4.

**Total Hours:**

5 hours per day. 8.00am – 1.00pm.

Signed

.....  
(Postholder)

Date

.....

Signed

.....  
(Line Manager)

Date

.....

# VYNERS SCHOOL



## Sixth Form Supervisor / Administrator

### Person Specification

#### Essential:

- Excellent interpersonal / student liaison skills.
- Ability to supervise and manage groups of students with confidence.
- A positive attitude towards children and young people, including the ability to demonstrate and promote positive values, attitudes and behaviour
- Proven successful experience of working in an office environment
- Good standard of numeracy and literacy
- Be able to work both independently and collaboratively with colleagues across the organisation
- Can show initiative, especially in resolving problems
- Calm, patient and professional
- Able to work under pressure and prioritise work in a busy school environment
- Organised, capable of delivering work accurately and to deadlines as required
- Able to represent the school effectively
- Good standard of IT skills (MS Office and email)
- Experienced at dealing with confidential information, and able to treat that information with discretion
- Flexible and adaptable

#### Desirable:

- Previous experience of working with young adults aged 16-18 years
- Previous administration experience