



Job Title:	Administrative Assistant
Contract Hours:	25 hours a week, 39 weeks a year – To be discussed at interview
Grade:	Grade 3, Point 4 (£13,358.33 per annum)
Responsible to:	Director of Sixth Form

Overall Responsibility:

- To support the administration duties of the Sixth Form Team
- To provide administrative support for school transport
- To support the administration of trips and visits

Main Duties:

- To be flexible and accurate with all duties and responsibilities.
- To provide a warm welcome to students and visitors.
- To answer the phone and provide assistance to callers.
- To manage appointments for prospective sixth form students wishing to visit the school.
- To contact current schools to undertake background checks on potential students.
- To liaise with bus companies to address any issues arising with school transport.
- To produce bus passes where required and oversee their distribution.
- To support the Trips and Visits co-ordinator with the administration of school visits.
- Attend to the needs of visitors to Sixth Form.
- Facilitate smooth running of Sixth Form evenings and events.
- Data collection for applications and interview booking.
- Data collection to support the Census.
- Maintain and update Sixth Form website and promotion of online presence.
- Administration of the sixth form application process : creating application / monitoring applicants / booking interviews / enrolment support.
- Administration of EPQ , including log books and Google Classroom.
- Assist with A-Level and GCSE results days.
- Start of year Arbor updates - external data / photos.
- Net2 ID badge creation for new intake.
- Producing weekly sixth form bulletin.
- Data to be collected and presented, where required for the KS5 Tracker.
- Banking – To support Student Services as necessary.

- Update Sixth Form GO4S/ARBOR information.
- Administration of the Sixth Form Course Guide and required book lists.

Additional Duties:

- To undertake any other duties reasonably requested by the Head teacher.