



GREATFIELDS SCHOOL

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Great Careers

JOB PACK

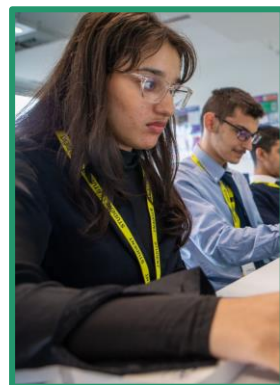
POST: Sixth Form Administrator

SALARY: APT&C Scale 5 pro-rata, £26,391 actual salary

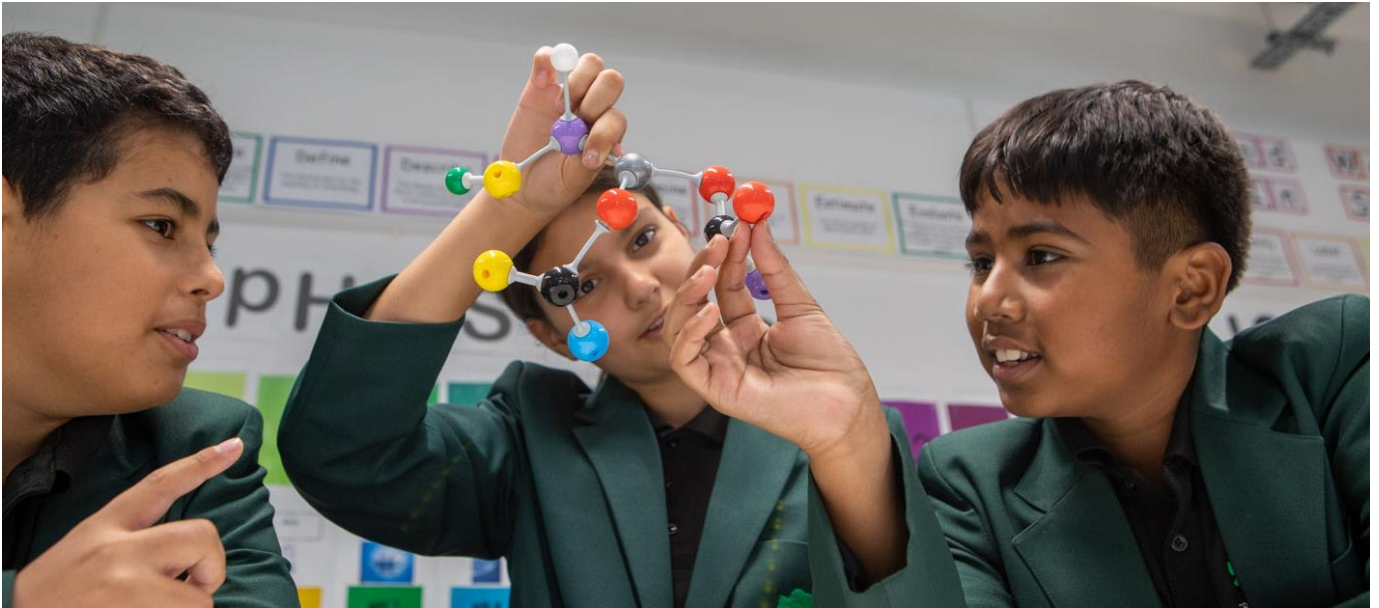
HOURS: 35 hours per week, term-time only plus 1 week at the end of August

DEADLINE FOR APPLICATIONS: Friday 10th May 2024 by 12pm

INTERVIEWS: Friday 17th May 2024



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: The postholder will be responsible to the Head of Sixth Form

Core responsibilities and duties:

Recruitment and Admissions:

- Organising Year 11 interviews – interview times, reminders, offer emails.
- Corresponding with external applicants, organising interviews and requesting references from their current schools.
- Overseeing all publications needed for the promotion of the Sixth Form i.e. Editing and ordering the sixth form prospectus, promotional displays and footage.
- Administering Sixth Form events i.e. Sixth Form Open Evening, Basketball Academy trials.

Enrolment and induction

- Compiling and updating a variety of documents necessary for enrolment and induction.
- Processing applications at enrolment, entering students onto the system, producing timetables, and producing the overall spreadsheet.
- Contact schools for files of students from other schools.
- Organising Induction lessons, distributing class lists for these, monitoring attendance and following up on absence.

Student monitoring and support

- To monitor student attendance, make contact with parents of any unexplained absences.
- Provide a 6th Form reception service for students.
- Administer the Post 16 Bursary, including the authorisation of payments, and the maintenance of records
- Coordinate curriculum and enrichment trips and the Sixth Form social events.
- Liaise and assist the HoY with student Work Experience to communicate with employers and track student's placements
- Contribute to the Higher Education entry process by setting up, managing and coordinating the UCAS Reference tracker. Process applications to meet the deadlines.
- Administration associated with monitoring and tracking student progress and intervention.



General

- Provide administrative support to Head of Sixth Form and the Heads of Years 12 and 13 and 6th Form tutors.
- To assist with providing accurate information for various statutory returns and ensuring accurate student data for annual CENSUS return.
- Assist in the preparation of Sixth Form publications, i.e. Learner contracts, the Code of Conduct and the Tutor Handbook.
- To support the Head of Sixth Form in updating the website and social media accounts.
- Be the point of contact for parents with regard to Sixth Form absences, the Post 16 Bursary and other queries.
- Inputting attendance data as required, including attendance on study periods, assembly days etc.
- Co-ordinate the production and distribution of student lanyards and lockers.
- Maintain the Higher Education resources in the Sixth Form Centre/Library and maintain the upkeep of Sixth Form display boards.
- Maintain a database of student subjects including, creating an overall spreadsheet from the time of the Year 11 interview and altering as they become Year 12 and working alongside the Office Manager to keep up to date data.
- Provide First Aid cover (once fully trained).
- To carry out Fire Warden duties and receive annual training.
- To ensure adherence to GDPR compliant processes and procedures.

Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Head of School within the grading level of the post and the competence of the post holder.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.