

FOREST HILL SCHOOL
Dacres road SE23 2XN
LONDON BOROUGH OF LEWISHAM



JOB DESCRIPTION

Title: 6th Form Administration Officer **Grade:** Scale 4
School: Forest Hill School **Section:** Admin
Reports to: Head of Sixth Form
Hours: 35 hours per week (TTO + 2 weeks)

PURPOSE OF POST

To be an important member of the Sixth Form team by providing support to the Head of Sixth Form by ensuring excellent student attendance and punctuality and by promoting student welfare and outcomes. The post holder will provide administrative support to the sixth form team under the direction of the Head of Sixth Form. This will include assisting with 6th Form recruitment and enrolment, liaising with teachers, parents and outside agencies and liaise with the shared sixth form administrative assistant.

CORE RESPONSIBILITIES

1. Monitor student attendance and punctuality

- 1.1. Maintain accurate records of student attendance and punctuality, monitor absences through established school systems and respond to attendance issues according to Sixth Form policies and procedures. This includes identifying patterns of poor attendance and punctuality and communicating this to the 6th form team.
- 1.2. Be responsible, daily, for regular communication with relevant members of the Sixth Form team and other teaching staff regarding attendance and punctuality issues, absence statistics and missing registers.
- 1.3. Identify persistent poor attendance and punctuality and work directly with staff and students. Communicate with parents via telephone, email and formal letters, regarding matters of student attendance. Ensuring that records are routinely kept up-to-date and concerns are shared with relevant members of the Sixth Form team.
- 1.4. Act as the main point of contact for students concerning attendance issues, registering late students, recording and reporting students who require permission to leave during the day and issuing late passes for lessons.
- 1.5. Provide advice and guidance to staff, pupils, parents and visitors to the Sixth Form area.
- 1.6. Review, on a regular basis, the systems in operation to record and monitor attendance and punctuality, in order to make recommendations to further improve existing systems and overall levels of attendance.
- 1.7. To provide weekly attendance and punctuality reports to the Head of 6th Form.

2. Administrative tasks in the Sixth Form area

- 2.1. Undertake Sixth Form reception duties, answering routine and complex telephone and face to face enquiries from staff, students and parents.
- 2.2. Assist with the production of letters and other typing, including student references and confirmation of student status.
- 2.3. Assist with the organisational and administrative requirements of Sixth Form events.
- 2.4. To liaise with other staff and teachers within the consortium about students' attendance, attainment and welfare where necessary.
- 2.5. Maintain SIMS records for students including personal details, contacts, courses and other records.

- 2.6. Develop and maintain constructive relationships with the Local Authorities and appropriate professionals i.e. social workers.
- 2.7. To undertake all relevant tasks pertaining to the census.
- 2.8. Under the direction of Head/Deputy Head of Sixth Form and Sixth Form Data Manager ensure that accurate data is held and available upon request i.e.: attendance, mock results, baseline grades, targets, attainment and progress.
- 2.9. Assist with co-ordination of trips both abroad and UK, ensuring that parents are sent package i.e. consent forms, parental approval/authorisation letters etc.
- 2.10 To be responsible for the administration and maintenance of the Sixth Form student ID cards.
- 2.10. Maintain 6th form displays and ensure they are kept up-to-date with relevant information for students.
- 2.11. Maintain a vulnerable students list and liaise with TMN/GPY/IHN when required
- 2.12. To oversee the distribution of exam timetables and to chase up exam absences

3. Recruitment and Enrolment

- 3.1 Assist the Head/Deputy Head of Sixth Form in the organisation and administration of the internal annual Year 11 and Year 12 enrolment and interview process to the SFH6 Form to include:
 - a) Generating up to date lists of current Year 11 and Year 12 students.
 - b) Allocating interview times to Year 11 students and communicate this information to students and parents.
 - c) Assisting the Head/Deputy Head of Sixth Form with Year 12 and 13 enrolment days
 - d) Preparing, collate and hand out enrollment packs to students.
 - e) Ensuring that accurate data is held of student destinations, so accurate figures can be generated into reports as and when required.
 - f) Maintaining the NEET tracker for Year 12 and 13.

4. Student welfare and support

- 4.1 to be the first port of call for students in a situation of physical or emotional distress
 - 4.2 to look after said student while head of sixth is being informed
 - 4.3 to contact and inform parents when 4.1 has occurred
 - 4.4 to initiate discussion with students regarding their overall commitment to their current courses and possible routes of progression
 - 4.5 to occasionally support students in their application to other institutions (e.g. apprenticeships)
5. Will be the first point of call for students, parents and teachers regarding any 6th form students exam queries/clashes, will liaise with Examination Department to resolve any issues or problems. Contacting students who are absent from exams.
 6. Attending parents evenings for Year 12 and 13. Collate and hand out reports, welcome parents and directing them to tutors.
 7. Free School Meals and Bursary – keep an up-to-date-record of the Free School Meal Sixth Form students and to liaise with consortium secretary about the bursary amounts. Determine which students are eligible for the bursary and request for cheques to be written. Distribution of bursary cheques to the relevant students.
 8. SEN – to maintain the SEN records of Sixth Form student, communicating with parents/students and the relevant Local Authority information regarding appraisals, testing and exam arrangements

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section. This is not an exhaustive list of duties and will be regularly reviewed and updated.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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Person Specification

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EXPERIENCE (Essential Requirements)

Experience of general clerical and administrative systems

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 3 or equivalent qualification or experience in relevant discipline
Very good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Experience

- Experience of working accurately to deadlines
- Experience of inputting and maintaining electronic data
- Experience of working in a customer-focussed environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed
- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
- Ability to advise managers and others correctly and in appropriate manner
- Ability to self-evaluate learning needs and actively seek learning opportunities

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance

Equal Opportunities

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.