



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Sixth Form Administrator	
Working Pattern	37 hours per week / Term time plus one week (normally to be work around exam results days, usually in August)	
Salary	Grade 5: £30,024 - £32,597 p.a. pro rata Actual starting salary - £26,487.17 Normal working hours will be: Monday – Friday 8am-4pm	
Purpose of the Job	To contribute to teaching and learning in the school by managing pastoral systems across Sixth Form including SEND and Safeguarding as well as providing an administrative service to the Sixth Form team.	
Responsible To	Administration Manager	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High



Conditions of Employment	The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.
Primary Responsibilities <u>Attendance</u> • To receive all absence information for 6th form students, marking registers accurately, in a timely fashion and maintain an accurate record of absences. • To set up and maintain automatic reporting procedures for Sixth form attendance for both vulnerable students for timely safeguarding purposes and for all Sixth form students to be distributed the daily following all missed lessons. • Liaising with the Pastoral Manager and other Sixth form staff where patterns of attendance occur. • To respond to parent queries regarding registers and attendance. • To support form attendance by occasional cover for form registration. To support the Pastoral Manager in admin matters regarding attendance with reports, letters and phone calls. <u>Administration and PA Support</u> • To support with the organisation of events such as parents' evenings and the sixth form open day • To provide, review and develop an effective administrative service for the Sixth form team, including: creating and distributing intervention letters, using school's system for emailing and sending SMS to parents and/or students; by taking enquiries, using initiative to answer queries in the first instance and by passing detailed and timely messages onto the team. <u>Student Support</u> • To be the first point of call for enquiries into the Sixth form office by telephone or in person from students. • Communicating proactively with parents and students, using initiative to deal personally with all enquiries, concerns and issues in the first instance, and subsequent liaison with the Sixth Form Team as necessary. • Liaising with external agencies regarding aspects of student welfare, treating safeguarding of vulnerable students as priority. • To be supportive and discreet with students attending the Sixth form office and use initiative to help or sign post them appropriately and confidentially. <u>Management Information Systems</u> • Daily operation of the Student MIS (management information system) to include; ○ The transition of students from Y11 to Sixth Form, for both internal and external students. ○ The creation, monitoring and maintenance of teaching groups. ○ The maintenance of accurate contact details. • Producing monitoring reports at intervals as requirement <u>Admissions</u> • To be the focal point of the team, liaising with Sheffield City Council regarding external applications	





to 6th form.

- To field and answer enquiries from potential students/parents to Sixth form.
- To organise Y11 appointments for the Assistant Head of Sixth form.
- To organise groups of tours for external students to Sixth form and to coordinate a member of the 6th form team to carry out the tour.
- To contributing to the marketing of the Sixth form including some social media work.
- To assist with the transition of students to Sixth form, including before and during their time at Notre Dame Sixth form.

Student Support Bursary

- To administer the Post 16 Student Bursary system in line with relevant procedures, working closely with the finance department to ensure timely and accurate payments are made to students
- To ensure students are in receipt of the appropriate equipment to support them with their studies
- To maintain accurate records to support audit processes

Sixth Form Communication / Public Relations

- To contribute regular and relevant content to the school website and social media channels to reflect life in school, focussing on Sixth Form.
- To take a leading role in the arrangements for the Sixth Form Open Day.

Support with Exams Administration

- To support the Exams Manager with administering internal and external examination processes.

Other

- To provide support with school admissions processes in Main School.

General

- The postholder will also work across other areas in school to provide support as required i.e., with admin systems/student supervision/exam invigilation etc.
- To carry out any other duties commensurate with the post.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.
- To be a fire warden and carry out duties in connection with this role (training provided)

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors.
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.