

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	6 th Form Administrator
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people, and contribute to the overall ethos, work and aims of the Academy.</p> <p>Purpose of the Role: To provide confidential management and administrative support for the day to day operation and strategic planning for the 6th Form, including supporting teachers in raising standards of the quality of education.</p> <ul style="list-style-type: none"> • To provide an effective and efficient administrative support to the school with particular responsibility for the 6th Form and Head of 6th Form. • To provide communication support for the 6th form, including phone calls, emails, meeting scheduling, minute taking and letter typing. • Be the key point of contact for parents of those in the 6th Form. • Support with the tracking and monitoring of attendance, manage bursary allocations and administer • To lead organisational aspects of the recruitment, application and enrolment process for 6th Form • To undertake additional or other duties, including the supervision of parts of the 6th Form as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager. <p>We aim for all our young people to live out our mission statement 'Sapere Aude' - Have the Courage to be Wise. It is our mission to ensure that all young people do have the courage of their own well-founded convictions, to make wise decisions that will allow them to celebrate their talents, fulfil their God-given potential and live life to the full.</p> <p>Main duties and responsibilities include: As directed by Head of 6th Form</p> <ul style="list-style-type: none"> • Provide high quality administrative support to management and teaching staff utilising available technology, ensuring that all work is completed on schedule • Assist with the production and updating of school documents, publications and handbooks under the supervision of the appropriate member of senior staff • Assist with the effective and efficient operation and management of the school's computerised management information system (SIMS), with particular regard to the 6th

Form, inputting all relevant data and ensuring that all aspects of the system are maintained and kept up-to- date

- Constantly review procedures and environments to maximise efficiencies
- Assist with the upkeep of the school website 6th Form page
- Undertake the reception of visitors and callers to the school, with particular regard to the 6th Form, welcoming them and assisting them with their queries
- Provide parents, students and visitors to the school with relevant support and information on all aspects pertaining to the life of the school.
- Answer the telephone, deal directly with queries, take messages and direct calls appropriately and effectively
- Collate and distribute incoming mail and messages and process outgoing communications as required
- Assist with the distribution or actioning, as appropriate, of all centralised e-mail messages sent to the school with particular responsibility for the 6th Form
- Maintain efficient and effective office management and filing systems
- Assist with the procedures for the ordering of equipment and materials and receipt and distribution of same
- Recognise and respect the need for absolute confidentiality in relation to work content.
- Promote the image of the school at all times

6th Form

As directed by Head of 6th Form:

- Manage the administration of the systems and procedures for recruitment into the 6th Form, including the management and organisation of information, application forms, interview schedules and all related correspondence
- Compile and maintain a database of applicants
- Produce regular extracts and reports as requested and provide accurate data for statistical returns for monitoring purposes
- Manage the systems for enrolment of 6th formers each cycle and update data base on MIS in time for the beginning of term. Manage the printing and distribution of student timetables
- Assist the 6th Form team with student timetables and changes. Update the MIS system regularly to produce accurate data.
- Send automated emails and correspond with parents and students regarding attendance. Maintain and produce accurate records to support the 6th Form team to monitor attendance.
- Devise, develop and implement necessary procedures and systems to assist and improve the orderly running of the school's administration function in 6th Form.
- Establish, maintain and manage all procedures with regard to student bursary funding.
- Be the first point of contact for advice and information to all external enquirers about the school and courses available in the 6th Form
- Assist the Head of 6th Form with regard to all procedures for recruitment to the 6th Form including the management and organization of information, application forms, interview schedules, all related correspondence and compile and maintain a student and subject database with particular regard to the 6th Form.
- Be responsible for the distribution of all correspondence and information with particular regard to 6th Form.
- Devise, develop and implement necessary procedures and systems to assist and improve the orderly running of the school's administration function in 6th Form

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake all duties as required consistent with the objectives and/or duties of the post.
- Undertake training and development relevant to the post and in line with the academy's development plan
- Support your line manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
- Attend and participate in relevant meetings as required.
- The post holder must at all times carry out his/her responsibilities with due regard to The Bishop of Winchester Academy's organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the academy's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Student Support:

- To assist students within examinations, including the accurate monitoring of attendance and follow up on absence.
- To supervise parts of the 6th Form area when required.
- To provide support in the organisation of special events and activities within the 6th Form.
- To accompany 6th Form trips and fixtures in a supervisory capacity if required.
- To support management of student movement around the school.

Safeguarding:

TBOWA is committed to safeguarding and promoting the welfare of children and young people. We accept all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This role will require regular interaction with students which equates to a regulated activity with children. The postholder must at all times act with due regard to the academy's child protection and safeguarding policies and procedures and the academy's staff code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- Child protection
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

	This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.
Reporting to:	Head of 6 th Form, Academy Leadership Team
Responsible for:	6 th Form Administration
Liaising with:	ALT, Staff and Governors
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
Self-Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Support development of the academy ethos, contribute positively towards the development of specialisms.

Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
Additional Notes	<p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current but in consultation with you may be changed by the Academy Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.