



Ribston Hall High School

Job Description

Sixth Form Administrator (Maternity Cover) NJC SCP 8 - 12, 39 weeks per annum, plus one week

Job Purpose

1. To provide efficient administrative support to the Upper School Leadership Team
2. To administer the Sixth Form Admissions process including the co-ordination of events and open days

Main Duties and Responsibilities

1. Administrative Support

- To provide administrative support to the Leadership team within the Key stage group
- To receive and respond to telephone calls and take messages as required
- To prepare communications and correspond with students and parents
- To schedule appointments and meetings
- To complete general administrative duties as directed
- To be the first point of contact for general queries and enquiries
- To enter, update and maintain data in relation to the Key stage group.

2. Sixth Form

- Undertake all relevant administration in connection with the Sixth Form Admissions process
- To support the planning, co-ordinate and attend Sixth form open days and other events
- To handle telephone and email enquiries from prospective students/parents in a timely and professional manner.
- To promote a purposeful working atmosphere in the Sixth Form Study Room
- To plan and support the induction process for year 12, to include administrative tasks linked to the Year 12 residential in term 1.
- Support the sixth form team with administrative tasks as directed by the sixth form leadership team.
- Leading the administrative side of the UCAS applications, liaising with staff and students to ensure that applications are completed in a timely fashion.
- To support with sixth form trips and visits linked to UCAS and destinations.
- To maintain clear records of all students' destinations reporting to the local authority (RONI).
- To support the upper school team and curriculum teams to prepare data and reports linked to student academic progress.
- To manage the progress of probation students linking with the relevant staff as appropriate.

3. Wellbeing & Pastoral Support

- To triage students' needs, referring students as appropriate to either Pastoral Support, Wellbeing or academic intervention.
- To provide assistance with attendance on occasion
- To liaise with the wellbeing team and keep the Upper School Leadership Team updated on any issues relating to Year 11 and Sixth Form students that will impact learning or daily school life and to liaise regularly with Pastoral Leads regarding absence or health issues.

- To make contact with parents and external agencies when required or when directed by the Leadership Team or Wellbeing Lead.
- To report all safeguarding issues or concerns to the Wellbeing Lead or, in urgent cases where they are not available, to the DSL or the Headteacher only and not to discuss the students' issues with any other parties.
- To liaise with teaching staff to support student welfare.
- To maintain accurate records of interventions and relevant meetings.
- To engage in appropriate training for this role

The successful candidate will

- Be able to deal with complex wellbeing issues sensitively, tactfully and professionally
- Have a desire to promote and demonstrate positive mental health and wellbeing

Qualifications / Experience

- Excellent administrative and IT skills
- Excellent communications skills
- Excellent organisation skills
- Experience of dealing with confidential and sensitive data
- Have the ability to prioritise and work to deadlines
- Be able to work under pressure and deal with several situations simultaneously
- Have a good knowledge of Microsoft Office
- Be confident in the use of MIS (Management Information System) for all record keeping
- Experience of having worked with young people (Desirable)

Supervision Received

The postholder will be responsible to the Headteacher through the Sixth Form Leadership Team.