



JOB DESCRIPTION

Job Title:	Sixth Form Admin Assistant
Responsible to:	Sixth Form Learning Supervisor
Grade:	Grade 3 points 5 to 6 pro rata
Hours:	31.25 hours per week, term time only plus both exam results days in August
<u>Purpose of Job</u> Supervise a Sixth Form study room offering guidance and admin support whilst encouraging independent learning. Provide administrative support to the Assistant Head Teacher (Head of Sixth Form), the Sixth Form team and the Sixth Form Learning Supervisor.	
<u>Regular duties include:</u> • Supervision of students during their timetabled supervised study and private study periods. • Attendance: - Collection and collation of absence notes and messages, and register student entry. - First day absence calls to KS5 parents. - Production of attendance and punctuality reports for KS5 Heads of Year. • Study Support Programme: - Set up a register of students on the programme and monitor attendance. - Support Head of Year with target tracking. • Regularly update the Sixth Form Twitter account. • Attendance at Sixth Form meetings /and organisation of Yr13 Parents' evenings. • Provide advice and guidance for students as requested. <u>Autumn term duties include:</u> • Compile summaries of Yr11, Y12 and 13 student's destinations for internal purposes and external organisations. • Assist the Sixth Form Learning Supervisor with UCAS – assist with the setup, administer and overseeing of the progress of UCAS applications and references for all Yr13 students. This includes students who apply for apprenticeships, employment and gap years. • Assist with the allocation of staff referees and ensure early UCAS deadline applicants are processed. • In consultation with members of the Sixth Form team and subject leaders, be responsible for updating and producing the introduction and course detail sections of the Sixth Form prospectus and organise its distribution (<i>Brochure design, photography and printing</i>). • Promote 11 – 16 Discretionary Bursary forms and opportunities. <u>Spring term duties include:</u> • Assist in organising and facilitating the January Sixth Form information evening. • Organising the options survey after the information evening and processing the results. • In consultation with members of the Sixth Form team be responsible for finalising and making available the new application form for entry to Sixth Form.	



- Support group SFADS.
- Compile acceptance letters to distribute to Keswick School Yr11 applicants.
- Collate administration for Y13 references requested by external educational providers and employers.

Summer term duties include:

- Distribute timetables and materials to internal Y11 applicants in preparation for Induction Day.
- Year 13 leavers administration (*Photo, buffet and assembly celebrations*).
- Organise Yr11 summer induction day in consultation with subject leaders. This includes sending out the follow-up documentation.
- Organising and administration in preparation for the Yr12 Higher Education mornings and parents' information evening.
- Start the initial registration and administration for UCAS applications.
- Setting up spreadsheets for both Yr11 and Yr13 results days (*Google*).
- Trip administration for Year 12 Oxbridge open day/residential visits
- Attendance at A-level results days in August.
- Attendance at GCSE results days in August:
 - Collection, collation and administration of Yr11 results or external applicants and associated enquires.

Other general responsibilities

- To 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.
- To be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- To embrace the ethos and values of Keswick School.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time. The Job Description may be subject to change according to future service needs, changes will be made in consultation with the post holder.

Keswick School operates a no-smoking policy.

This post requires an enhanced DBS check.



Ofsted Report 2024



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
 Keswick School Multi Academy Trust
 a company limited by guarantee
 Registered in England: Company Number: 07664297
 Registered Office: Vicarage Hill, Keswick, Cumbria,
 CA12 5QB. Tel. 017687 72605
 Email: admin@keswick.cumbria.sch.uk
 Web: <http://www.keswick.cumbria.sch.uk>

PERSON SPECIFICATION		
POST TITLE: Sixth Form Admin Assistant		
Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This will include</i> 5 GCSE grade minimum C grade or equivalent including English and maths	<i>This may include</i> - RSA typing or word processing qualification - Administration qualification or equivalent
Knowledge & Experience	<i>This will include</i> - Working with children and young people of secondary age - Experience of an office/reception environment - Knowledge and use of standard software applications including word, excel and google docs - Knowledge of data protection and safeguarding	<i>This may include</i> Experience of working in a school environment
Skills & Abilities	<i>This will include</i> - Very good ICT skills - Excellent communication and organisational skills - Ability to relate well with children and adults - Good numeracy and literacy skills - Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people	<i>This may include</i>



Personal Qualities	<i>This will include</i> • Ability to build and form good working relationships with students and staff • Ability to remain calm in all situations • Be approachable as an individual • To have high expectations of what all children young people are capable of achieving • Have a high level of patience and be able to demonstrate understanding	<i>This may include</i> • Evidence of working within a team • Evidence of showing initiative
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The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria



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Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.



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