



Halliford
School
SHEPPERTON

Sixth Form and Co-curricular Administrator

We are looking to appoint an efficient and well organised administrator to support the Head of Sixth Form and Assistant Head Co-Curricular to ensure the effective set up and administrative day to day running of the Sixth Form.

The ideal candidate will have excellent interpersonal skills, and previous experience of working in a similar role with students. Excellent verbal and written communication are essential, as well as flexibility, attention to detail, and complete discretion at all times.

Being based in the Sixth Form Centre you will also be able to empathise with the day to day needs of the students in the Sixth Form as well as building positive relationships with all staff. This is a fast paced and operational role and you will need to be extremely organised and used to juggling many different priorities.

This is a term-time plus 6 weeks (specified) appointment with a competitive salary and benefit package. The hours of work are 8:30am – 5:00pm with attendance at various evening events throughout the year. The salary is competitive, dependent on experience and will be discussed at interview.

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, the HR Officer, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: hr@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer to arrive no later than **12 noon, Wednesday 28th February 2024**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Job Description – Sixth Form Administrator and Student Support

Lines of Responsibility: The Sixth Form Administrator is responsible ultimately to the Bursar. Day to day responsibility is delegated to the Headmasters' PA, Head of Sixth & Assistant Head Co-Curricular.

Job Purpose and Description:

Administrative Tasks

- Undertake a wide range of administrative duties which will ensure the smooth operation of the Sixth Form for students, staff and parents.
- Manage the diary and in-tray of the Head of Sixth Form, ensuring they are fully prepared for meetings and in possession of relevant information in good time.
- Assist in the administration of UCAS applications and processes.
- Support the Head of Sixth Form in the collation of subject comments for UCAS applications.
- Prepare Sixth form communications with students, parents and external stakeholders,
- Support in the co-ordination of School events including exams, welcome events, taster days, assessment events, induction days, parents' evenings, careers evenings and employer events.
- Co-ordinate the Sixth Form admissions process in consultation with the Head of Sixth Form, administering both internal and external applications, requesting references for external applicants and organising interviews between staff and external applicants.
- To work with the Registrar on growing external admissions in Sixth Form and assist with the Scholarship process for both internal and external students.
- To support with administration of the Sixth Form Options process.
- Liaise with Reception on the attendance of students in the Sixth Form and follow up unexplained student absence with parents.
- Take minutes and keep a record of tutor team meetings.
- Record and monitor leavers destination data and provide information for the Alumni.

Student Support

- Establish a visible presence in the Sixth Form, actively engaging with students and staff.
- Support the Head of Sixth Form and staff in the Learning Resource Centre in creating an atmosphere that is conducive to independent study.
- Encourage students to maximize the use of the Learning Resource Centre, study spaces, and allocated study periods to enhance their academic experience.

Co-Curricular Administration Main Duties: Responsible to Assistant Head Co-Curricular

- To assist the Assistant Head Co-curricular to ensure staff are following the correct procedure when organising Trips, including assisting with internal and external communications.
- Liaise with the Reception team to ensure relevant documents are collected in good time, e.g. passports, for overseas trips.
- Be responsible for verifying DofE awards and overseeing the administration associated with both Bronze and Silver awards.

Health and Safety

- Ensure safeguarding measures are adhered to; students, staff, visitors signed in/out; ID lanyards given to external visitors. Checking and verifying visiting speakers ID.
- Ensure the School's signing in and out procedures are adhered to in respect of students leaving site at lunch and in free periods.
- Collect and take out all information required during a planned or emergency fire evacuation. Follow the procedures as set out in the School Fire Evacuation Policy. Update Staff Registers following a fire evacuation.

Plus, any other comparable duties, as required from time to time, for which the post holder has the necessary experience and/or training.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Sixth Form Administrator & Co Curricular Administration Person Specification

Experience

- Experience of working in a school environment or Administrative / Reception role within a high performing team.
- Experience dealing with confidential issues
- Experience of using a database system
- Document production and proof reading

Education & Training

- Educated to A Level standard or equivalent. GCSE passes (or equivalent) in Maths and English

Knowledge

- Excellent understanding of
 - secondary school procedures
 - safeguarding within a school
 - All Microsoft packages
 - Facebook, Twitter and all other Social Media platforms

Skills/Abilities

- Excellent interpersonal skills when working with students, parents and staff
- Strong ICT skills
- Outstanding ability to communicate clearly and effectively, both orally and written with a good, clear telephone manner
- Ability to interpret information on the School's MIS system, ISAMS
- High level of accuracy and attention to detail
- Highly approachable and engaging
- Ability to prioritise workload effectively
- Ability to work under pressure and to tight deadlines
- Must be flexible, able to multi-task and be adaptable to different situations

Personal Attributes

- Calm, confident attitude
- Positive role model
- Welcoming manner and friendly disposition
- Work as a team player
- High level of personal organisation and the ability to work without close supervision
- Good sense of humour
- Discreet and professional
- Ability to respond positively to feedback

Other Requirements (Desirable)

- First Aid Qualification

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.