



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

## **Sixth Form Administrator Job Description Grade J (Term time only plus 3 weeks)**

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### **Main duties and responsibilities**

St. Aidan's and St. John Fisher Associated Sixth Form consists of around 1000 students, based in two 11-18 schools, with over 600 students based at St. Aidan's. The Administrator works as part of the Associated Sixth Form Office team but is based in the Sixth Form Office St. Aidan's. The Sixth Form Office is a busy working environment and the Sixth Form Administrator will need to deal calmly and efficiently with a wide range of tasks and enquiries from teaching staff, parents and students.

### **The principle duties include:**

- Understanding and overseeing the relevance and importance of all administration issues for the smooth running of the Sixth Form.
- Leadership of all administrative staff in the Sixth Form Office including performance management.
- The organisation of the Sixth Form timetable:
  - Collating options.
  - Planning the Sixth Form timetable, liaising closely with the Senior Leadership team and wider Sixth Form team.
  - Allocating students into relevant teaching groups and managing subject changes at enrolment.
- Carrying out Start of Year and Year End procedures and post 16 Census return information.
- All issues to do with admission of students to the Sixth Form:
  - processing newcomer and internal applications.
  - Arranging interviews for newcomers to the Sixth Form.
  - Organisation of the Year 11 - Sixth Form Forum at St. Aidan's.
- Promotion and marketing of the Associated Sixth Form:
  - Monitoring and updating content on the Schools' Website pages.
  - Co-ordinating the organisation of Sixth Form Open Days, Information Evening, Induction Days and Enrolment days.
  - Liaising with the Exams Officer in organising the distribution of certificates.

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Headteacher: Mrs S Dover

- Responsibility for UCAS applications (approximately 350 from St. Aidan's students) being sent off at appropriate times.
- Secretarial work for the Director of Sixth Form and Headteachers as appropriate.
- Arrange and attend weekly Co-ordination Meetings and prepare minutes.
- Arrange and attend termly Associated Governors' Meetings as Clerk.
- Schedule Associated Heads of Subject and Department meetings and subject reviews, collating the returns.
- Support the Sixth Form Examinations Officer with the publication and distribution of Sixth Form results and any ensuing enquiries about results.
- Oversee the organisation of the Year 13 Leavers' Ball.
- Keeping Sixth Form Office/Area smart in appearance, checking that all health and safety in the office is adhered to and report any unsafe findings to site team.