

Highgate Wood School is a mixed, community, comprehensive school, situated in the Crouch End playing field area of the London Borough of Haringey.

<b>Post Title:</b>	<b>Sixth Form Administrator</b>
<b>Grade:</b>	LBOH Support Staff Salary Scale 5 / Permanent / 36 hours a week / Term Time Working hours 8:00 am – 4:00 pm Mon - Fri
<b>Responsible To:</b>	Director of Sixth Form and the Headteacher
<b>Main Duties:</b>	Administration of Post 16 Student Services

## Main Responsibilities

To administer all aspects of the Sixth Form Centre which will include:

- To provide administrative support to the Director of Sixth Form, Heads of Year and a team of tutors.
- To oversee the application process and enrolment of students into the Sixth Form
- To be responsible for Sixth Form student records and ensuring they are maintained and up to date.
- To be responsible for Sixth Form student attendance records and ensuring they are maintained and accurate.
- To closely track overall attendance records and follow intervention procedures.
- To produce reports using SIMs and any other student database as required
- To manage the use of attendance and attainment data in support of the Director of Sixth Form.
- To attend and support Sixth Form Open Evenings and Marketing Events
- To support the organisation of Taster Days
- To support the organisation of results day for GCSE and A Level
- To supporting the organisation and distribution of exam certificates in liaison with the Director of Sixth Form and exams officer.
- To ensure the accuracy of student data via SIMS for the biannual Census.
- Provide administrative support for the organisation of trips and events and other enrichment activities for the Sixth Form as required by the Director of Sixth Form and Heads of Year
- Liaise with parents/carers of Sixth Form students under the direction of the Director of Sixth Form and Heads of Year to support issues in relation to attendance and general welfare.
- Provide administrative support for the UCAS process.
- To oversee the administration of the bursary assessments, paperwork and distribution under the guidance of the Director of Sixth Form and Finance Department.
- To deal with telephone, email and personal enquiries in relation to Sixth Form students efficiently and effectively in a way which promotes a positive image of the school.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) as required.
- Building positive working relationships with all staff and students to enable all to work at best capacity.
- Performing any other duties commensurate with the grade as and when required by the Line Manager or Headteacher

## Other

- To perform First Aid as required
- Cover any operational school needs as required by direction of Line Manager

## Arrangements for performance management and review:

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Person Specification - Sixth Form Administrator**

The successful candidate will share a commitment to:

- making a positive impact on all students' experiences at Highgate Wood School.
- our core values as defined in our mission statement and motto and our ethos The Highgate Wood Way, underpinned by Courtesy, Consideration, Contribution and Co-operation.
- inclusion, based on a belief that every student can achieve irrespective of starting point or circumstance.
- first class administration, support and guidance.
- working with staff and all other stakeholders in a collaborative way.
- our SHOW UP staff culture (see bottom of page 3).

**Experience & qualifications.**

The post-holder will have:

- Some experience of working in a complex environment with flexible working demands
- A background of practical ICT application and/or data management
- Excellent communication skills and a willingness to engage with all Post 16 stakeholders – Students, Parents, Teachers, other agencies.

**Skills & personal qualities**

The post-holder will have:

- The ability to work constructively as part of a team or as an individual.
- The ability to build positive, professional relationships with staff, parents and students.
- Good written and verbal communication skills
- The ability to prioritise and manage workload, responding positively to the direction of the team leader.
- An organised and methodical approach to their work
- A commitment to work accurately and to deadlines.
- The resilience and flexibility to work effectively under pressure and respond to complex demands.
- A clear understanding of the need to maintain confidentiality where appropriate.
- An excellent record of attendance and punctuality

**Equal Opportunities**

- All staff at HWS believe that everyone matters, and everyone achieves; they are guided by an understanding of the needs of students and their families in a multicultural and multilingual school.
- All staff at HWS have a professional commitment to the implementation of the school's equal opportunities policy and have an understanding of and a commitment to the principles of equality, inclusion and diversity.

**Continuing Professional Development**

- HWS staff are committed to undertake additional training/staff development as appropriate and in particular those needs identified through the school's system of performance management. This will be driven by a willingness to actively continually reflect on one's professional practice.

**Health & Safety**

- All HWS staff have a professional commitment to the implementation of the school's Health & Safety policy.

**Safeguarding**

- All HWS staff are committed to the safeguarding of students and work within the statutory requirements and school policies.

This post is subject to regular review to meet the changing needs of the school.

## OUR NON-NEGOTIABLES

**S**

### **Students come first**

Our students are our priority. It is for them that we do what we do.

**H**

### **Hard Work**

We do whatever is necessary to provide the best experience for our students.

**O**

### **Our own children**

We make HWS a school that we would be proud to send our own children to. We work to this end every single day.

**W**

### **We are not I**

We are a team. We do what we say we do - we stick to the school strategy, behaviours and processes. We are the Highgate Wood Way.

**U**

### **Unafraid of failure**

We are not afraid to fail, nor learn from failure. When things go wrong we do not blame—we support each other and we look after each other.

**P**

### **Professional trust and accountability**

We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above.

