

## THE POST: SIXTH FORM OFFICE MANAGER JOB DESCRIPTION

Job Title:	Sixth Form Office Manager	Job Ref:	
Responsible to:	Head of Sixth Form	Grade:	NJC Grade 6 SCP 12-17
Hours	41 weeks per year, 29.6-37 hours per week	Salary:	£25,136 - £27,267 (based on 37 hours and dependent on experience)

The Fallibroome Academy is seeking an office manager for its very successful sixth form. The successful applicant will have excellent administrative skills, including the use of various software packages and used to working in a busy environment, preferably within a school.

This is a term time plus three weeks role and the weekly hours could be full time (37 hours) or 0.8 (29.6 hours). There is a requirement to work for the last three weeks of the summer holidays and some evening work.

### **BASIC JOB PURPOSE:**

- To provide and manage an efficient, effective and confidential administrative support for the Sixth Form
- To act as Personal Assistant to the Head of Sixth Form
- Line management of the Sixth Form administration team, including conducting performance management reviews.
- To organise and attend allocated events outside of usual school hours including (may be subject to change):
  - New Parents' Evening (September)
  - Open Evening (October)
  - A Level Certificate Evening (December)
  - External IAG meetings (January)
  - Leavers' Ball (May)

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### **MAIN RESPONSIBILITIES**

1	Manage the Sixth Form Office team, allocating duties where appropriate, ensuring that deadlines are met, and manageable within the team. Conduct performance management reviews as required in line with school policy.
2	Supporting the Head of Sixth Form, co-ordinating diaries and correspondence, setting up meetings, managing visitors, providing administrative support and attending meetings.
3	Coordinate the Sixth Form's Work Experience process, liaising with students and staff, support the accreditation and the production of students' work experience statements. Establish a database of employers participating in the work experience process.
4	Assist with the organisation and running of the Sixth Form Open Evening and co-ordinate the organisation of multiple post-18 guidance events and visits.
5	Oversee and support other sixth form staff with their organisation of key events through the year, some of which will require working in the evenings.
6	Process applications and oversee enrolment to the Sixth Form. Co-ordinate interviews for internal and external Year 11 students transferring to Sixth Form and carry out administration relating to this.

7	To develop the MIS to improve efficiency in the department
8	To be competent in the use of Unifrog and Compass+ to support the post-18 offer
9	Design and check documentation, including publicity and online materials to meet the quality and standard required by the Head of Sixth Form.
10	Oversee the allocation of the Sixth Form Bursary Fund and liaise with the Finance Office about the sixth form budget.
11	Liaise regularly with the school's Careers Advisor for Post 16 transition and for the Post 18 programme and support the planning and administration of the Tutorial and the Post 18 programme.
12	Support all administrative and liaison work with employers and staff for Careers/Higher Education guidance events.
13	Work with Pledge, Careers and Enterprise Company (CEC), employers and the Head of Sixth Form supporting students with apprenticeship pathways and the Employment Readiness Programme
14	Oversee the administration of the CEP programme.
15	Support A level and GCSE results days and the admissions process for the last 3 weeks in August.
16	Manage the distribution of information to students via the different Google Classrooms.
17	Advise Sixth Form staff and students of policies and procedures and respond to general queries from Sixth Form students.
18	Take responsibility of one's own training needs; attending INSET training and to attend relevant external courses as necessary
19	Be committed to the safeguarding and promotion of the welfare of children and young people
20	Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the working environment

**SIXTH FORM OFFICE MANAGER  
PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to at least GCSE Level with a minimum of 4 GCSEs (or equivalent), including English and Mathematics at grade 4 or above	√	
Have or be willing to complete a first aid qualification		√
<b>EXPERIENCE</b>		
Experience of working in a busy environment	√	
Experience of working with children/young people		√
Experience of working in an educational establishment		√
Experience of working as part of a team	√	
<b>KNOWLEDGE AND SKILLS</b>		
Excellent administrative skills, including the ability to use ICT packages and equipment effectively	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Ability to build and form good relations with colleagues, students and parents/carers	√	
Outstanding communication skills, both verbal and written	√	
Ability to work independently, to manage own caseload and use initiative but also able to work constructively as part of a team	√	
Efficient and meticulous organisation skills	√	
<b>PERSONAL QUALITIES</b>		
Desire to work with and assist young people	√	
Sensitivity and absolute discretion	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
A desire to enhance and develop skills and knowledge through CPD	√	
Commitment to the highest standards of child protection and safeguarding of our students	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to the school's ethos, aims and its whole community	√	
An attitude that is positive and optimistic, aiming to always think the best of students	√	