

## Whalley Range 11-18 High School

### Job Description

#### Sixth Form Pastoral Support Administrative Assistant, Grade 4 TTO

The post holder will report to the Head of 6<sup>th</sup> Form. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils. You will work 35 hours per week for 41 weeks of the year

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#### **Main Purpose of the Job:**

To work collaboratively with all staff and parents in order to support student well-being.

Under the direction/instruction of office manager, provide general, administrative, financial support to the school.

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#### **Main Duties**

1. Assist in the management of the administration function for the Sixth Form to include keeping accurate registers, correspondence, procedures, completion and submission of complex forms and returns both internally and to outside agencies.
2. Provide a point of personal contact with parents/carers to hear their views regarding their child's engagement and progress.
3. Provide pastoral support to students and the sixth form team.
4. Provide efficient general clerical and administrative support and respond to routine correspondence from the University and College Admissions Service (UCAS).
5. Undertake reception duties, answering general telephone and face-to-face enquiries.
6. Be aware of financial management regulations, and assist in the administration of Bursary payments to students.
7. Use SIMS to manage records, information and data, including the provision of reliable attendance data to colleagues, managing and carrying out attendance calls home and assisting in the monitoring of truancy.
8. Provide colleagues, where appropriate, with relevant knowledge of students and their families in order to maximise students' engagement and progress.
9. Use I.T. Systems effectively to provide management reports, and statistics.
10. Procure and arrange the orderly and secure storage of stocks and supplies.
11. Maintain display boards and to ensure these are refreshed regularly.

12. Assist in the supervision of students in the study area on visits, trips and out of school activities as required.
13. Support the wider social and personal development of students by promoting co-operative and British values.
14. Provide appropriate guidance and assist in the development and training of staff as appropriate.
15. Work as part of a team to support colleagues and contribute to the vision and ethos of the school.
16. Undertake personal development to improve own practice.
17. Undertake First Aid Training and support the First Aid Rota including acting as a First Aid responder as required.
18. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
19. Promote the inclusion and acceptance of all students.
20. Establish productive working relationships with students, acting as a role model.
21. Assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
22. Assist with school administrative duties including exam invigilation as part of the agreed system for the school.
23. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

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Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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### Person Specification

#### Sixth Form Administrative Assistant

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##### **For this job we are looking for:**

Understanding of the University and College Admissions Service (UCAS).

Experience of ordering, receiving and secure safekeeping of supplies and stocks

Ability to work on own initiative and plan own workload.

Experience of developing plans and strategies for future implementation.

Demonstrable ability to operate various software packages and information technology systems and equipment.

Good communication skills, for effective interaction with service users, colleagues and members of the public.

Good literacy and numeric skills to accurately complete and maintain relevant records and produce reports and returns.

Good written communication skills to produce accurate, good quality letters, reports and documentation.

***Willingness to abide by and actively promote the Trust's various policies.***

**To play a full part in the life of the school community, supporting the school mission, ethos and principles**

##### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

To carry out lunchtime and break duties.

Personal commitment to the school's professional standards, including dress code, punctuality and attendance at all times.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and during any other communication.

First aid trained or willingness to undertake first aid training.

Be willing to consent to and apply for an enhanced check by the Disclosure and Barring Service.