



Job Description

Post Title: KS5 Administrator

Salary: H3 + Fringe Allowance

Work pattern: 5 days, 20 hours per week, term time only* (11.30am-3.30pm)

Candidate will need to be able to work results days in the summer holidays. Dates will be known in advance.

Responsible to: Senior KS5 Administrator

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Core purpose

- To provide administration support.
- To ensure all KS5 students are registered, accounted for and attending school in accordance with the School's Attendance Policy.

KS5 Administration duties

- To support the Senior KS5 Administrator and Learning Mentor.
- To assist with the preparation of School events: Open Evening, Careers Day, Into 6th Evening, Leavers Day, UCAS evening, Elevate Parents Seminar, Sixth Form Induction Day, Results Day, Start of September.
- To undertake form time administration as required.
- To undertake the printing and distributing of letters to parents and students.
- To provide UCAS and Unifrog administration.
- To provide administration for the KS5 Enrichment programme.
- To manage the student driving permits and documentation.
- To act as point of contact for all enquiries into the Sixth form administration office and coordinate responses as required.
- To undertake all Sixth form office filing as required.
- To set up meetings for HOY and Head of Sixth Form as required.
- To provide work experience administration.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required from time to time.

Attendance Duties

- Chase up / manually enter any registers not taken electronically.
- Check the answer machine for absence management and update PARS.
- Produce a list of absent pupils for Senior KS5 Administrator and HOY.
- Send Groupcall text message for unexplained absences.
- Update PARS with responses to Groupcall texts and /or locate pupils who should be present.
- Keep a diary of advance notice absences (letters, university visits etc.) and enter on PARS on the appropriate day.
- Enter a weekly pattern for students attending outside college sessions or where attendance is not required for certain sessions.

- Chase teachers for missing P5 register and manually update where necessary.
- Produce unexplained absence report for Form tutors and HOY to clear absences.
- Produce a 'lates' report for HOY.
- Produce percentage attendance report for HOY.
- Organise and monitor attendance of KS5 supervised study sessions.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos.
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

Knowledge, Skills and Personal Attributes

- Able to build excellent, professional relationships with students, staff and parents/carers.
- Calm, resilient and capable of dealing with emotive situations in a professional way.
- An excellent telephone manner, being able to adapt responses according to the requirements and humour of the caller.
- Excellent organisational ability and time management skills.
- Strong data analysis skills.
- Proactive, using initiative and imagination to solve problems
- A good team player.
- Flexible and adaptable.
- Able to handle confidential information sensitively and with discretion.

Person Specification

The Governors are looking for an exceptional support staff member to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centers around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
 - high standards of academic achievement for all students
 - excellent pastoral care, support and guidance
- ☐ developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

