

# THE JOHN COLET SCHOOL

## JOB DESCRIPTION

<b>POST:</b>	<b>Assistant to Head of Sixth Form</b>
<b>GRADE:</b>	<b>Range 2</b>
<b>PATTERN:</b>	<b>37 hrs/wk, 38 weeks per year (plus 2 inset days on a timesheet basis)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Sixth Form</b>

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### Job Purpose

To provide confidential administrative support to Head of Sixth Form and to work with Post 16 students and parents to facilitate a high quality experience by monitoring and mentoring them and supporting their wellbeing and behaviour.

### DUTIES AND RESPONSIBILITIES

- Provide confidential secretarial and administrative assistance to Head of Sixth Form as required.
- Supervision of the Sixth Form Study Centre to maintain an effective working environment.
- Assist the Head of Sixth Form with the processing of UCAS references; assisting with the preparation of reports and associated correspondence.
- Arrange interviews for Year 11 going into Year 12 including producing information packs for the interviews.
- Produce the Sixth Form Handbook and other associated booklets for students and parents.
- Assist in the organisation of annual Careers Fair, Sixth Form evenings, Year 11 Options Evening, Post 16 Advice Evening, and any others as and when they arise.
- Assist in the organisation of Induction Days, Consultation Evenings and the Year 13 leavers' events.
- Produce and update timetables for Sixth Form students using SIMS.
- To oversee and monitor student community service
- To assist with booking and organising speakers as part of the Employer Engagement and Speaking programmes
- Administrative tasks associated with organising visits and trips to Higher Education Open Day events.
- To maintain the Sixth Form areas of the school website
- Deal with day-to-day student enquiries.
- Maintain filing system.
- Deal with telephone and other enquiries daily.
- Undertake additional tasks as required by the Head Teacher.
- Monitor the attendance/punctuality of Sixth Form students.

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"