



## Sixth Form Administrator

Candidate Information Pack  
September 2021/2022

**Learning Today: Leading tomorrow**

# About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

## Our School

### **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Sixth Form Administrator

**Purpose:** The post holder will work with Sixth Form students and staff to contribute towards the effective running of the Sixth Form department.

**Responsible to:** Head of Sixth Form

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children;
3. To support the Head and Deputy Head of Sixth Form with administrative tasks;
4. To assist with the administration in organising the 6<sup>th</sup> Form trips, workshops and activities with the Head of Sixth Form;
5. To provide full administrative support to Sixth Form students with the UCAS process;
6. To promote the Collegiate support students with their applications;
7. To respond to email and telephone enquiries, welcome visitors and organise the signing in and out of Sixth Formers;
8. To administer the attendance of Sixth Form students;
9. To manage, control and improve the level of student absences/punctuality in the Sixth Form, including arranging appointments for the Head of Sixth Form;
10. To be responsible for managing Sixth Form student files, lockers and ID badges;
11. To monitor the students at break times and lunch times;
12. To work with the Data Team to ensure the effective use of SIMS and data analysis at KS5;
13. To provide pastoral support to the students within Sixth Form;
14. To maintain the Bursary payment system ensuring the Bursary Policy is updated and advise students on the Bursary and how to apply;
15. To promote and attend the Sixth Form Parents Evenings and Open Day, and support the Head of Sixth Form in arranging and preparing for these;
16. Support and administrate the Sixth Form application and enrolment into Sixth Form processes;
17. To arrange the Year 11 Interviews and timetable them in with key staff, and support the Head of Sixth Form with arranging Taster Week;
18. Support the Head of Sixth Form to ensure the smooth running of transition evening and Induction Day;
19. To provide first aid support as required (training will be provided);
20. To provide advice for Year 11 students in relation to careers interviews and to be the main point of contact for work experience in the school;
21. To attend Year 10 pastoral meetings and to brief students and colleagues on work experience, their role and how the system works;
22. To attend Year 10 assemblies to keep students informed about work experience and to attend Year 10 parents evening to promote work experience;
23. To support the Senior Leader with responsibility for work experience in organising mock interview days and work experience;

## Other Duties

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent		✓	Application
<b>Skills &amp; Experience</b>			
Experience of working or volunteering in an educational environment		✓	Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to manage groups of students in a variety of situations		✓	Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of using SIMS or other school management information systems		✓	Application, references and interview
Be able to work with a variety of software packages including Word and Excel	✓		Application, references and interview
Be interested in children as individuals in how they learn and be able to motivate, encourage, counsel, guide and direct students	✓		Application, references and interview
<b>Qualities</b>			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview

Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview