



QUEENS' SCHOOL

Dare to be Great

Sixth Form Attendance Officer and Administrator

Job Description

Post title:	Sixth Form Attendance Officer and Administrator
Reporting to:	Head of Sixth Form
Purpose:	To promote academic and social success, maximising outcomes for all students.
Main Responsibilities:	Sixth Form Attendance; Administrative; Admissions support to the Sixth Form; Promotion of good behaviour, wellbeing, punctuality and attendance; Identifying students causing concern; Implementing support/intervention strategies.
Grade:	H4, Scale
Hours of work:	30 hrs per week, 8.30am – 3pm, term-time only, plus 5 days 30 minute lunch break

Attendance

- Ensuring that all students are recorded as either being in school or absent. Where a student is not registered and no contact has been made, liaise with parents/carers
- Follow-up of all unauthorised absence within 2 days of absence
- Ensure that records of student absence are kept and that information regarding long-term illness is passed to Year Team
- To monitor that class registers are taken on SIMS each lesson and inform the Assistant headteacher if any are not completed
- Implementing support / intervention plans for students causing concern

Administration

- To lead on Sixth Form Administration
 - To ensure personal records remain up to date
 - To organise parents' evenings
- To provide support to students with UCAS
 - Writing personal statements

- Conditional offers
- Open days
- Trips
- To support students with apprenticeships applications
- To support students with work experience placements
 - To provide CEIAG as required to students
- To promote the Sixth Form
 - University destination boards
 - Annual destinations for the website
 - University offers displays
- Universities; Grades; Subject displays
- To promote and support Educational Trips and Visits

Admissions

- To process Sixth Form Options
 - Timetables
 - Onboarding new students
 - ID cards and Lanyards
- To make organisational arrangements for the admission and induction of new students
- To update the website

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- Supervision at break/lunch and in detentions
- Duty Officer
- First aider
- Fire Marshall

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- To train and develop staff on all aspects of attendance and administration

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Date

April 2025