



Ashlyns School: Role Description Support Staff

Title of Post	Administrator
Grade (including allowances)	H3 + Fringe Allowance
Reporting to	Lead Sixth Form Administrator
Date	January 2025
Time/Hours	21 hours a week, 3 days a week: Tuesday, Wednesday and Friday Term time, 8am to 3.30pm, (inc.30 min lunch break) <i>Candidates will need to be able to assist with results days during August and be available to assist with occasional evening events. All dates are available in advance.</i>

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

Administration

- To provide administrative support to the Sixth Form and wider teams
- Liaise with, take direction from and provide support to KS5 Heads of Year and the Head of Sixth Form
- Clerical/admin support relating to Sixth Form issues e.g. compilation/analysis of information/reporting on attendance to form tutors, making phone calls etc.
- Managing record keeping systems and processes
- To support the Sixth Form team in gathering a range of information e.g. interviewing students, analysing questionnaires, contact with parents via email/telephone.
- To assist with the preparation of school events and trips as required
- To constantly review, challenge and improve all processes

Attendance

- Assist with the administration of the attendance process for the Sixth Form, ensuring all internal and legislative processes are adhered to and associated reports are generated
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance and education while supporting home to school community links

Working with Students

- Establish productive working relationships with a range of students in order to support their learning
- Be aware of the range of activities, agencies and individuals to provide support for students to broaden and enrich their learning
- Supporting staff and students through the UCAS process as required
- To carry out such other duties as required, and as are commensurate with the grade of the post, playing a full part in the life of the school community, supporting our mission and ethos.

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C/5 grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Degree qualification		X
Experience		
4. At least one year's related experience of working within a school -attendance or related service		X
5. Proven track record of working with young people, parents and families preferably within an education context		X
6. Working as a part of a team, as well as on your own initiative	X	
7. Experience of a mentoring role in an education context		X
8. Experience of using the School's Information Management System (Arbor)		X
9. Experience of running effective administrative and clerical systems		X
10. Working with professionals from other agencies and in a multi-agency context		X
Knowledge		
11. School systems and an understanding of the issues affecting truancy and non-school attendance		X
12. Demonstrate an understanding of issues linked to confidentiality	X	
13. Demonstrate an understanding of safeguarding procedures		X
14. Demonstrate knowledge of attendance regulations		X
Skills		
15. With excellent literary skills, have the ability to communicate effectively both orally and in writing with school staff, families and other professionals	X	
16. Ability to use IT systems effectively to produce reports, record information and analyse statistical data to monitor outcomes of individuals and groups	X	
17. Ability to persuade and negotiate as well as good interpersonal/communication skills	X	
18. Demonstrate an ability to cope with stressful/conflict situations	X	
19. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
20. The flexibility to adapt to changing workload demands and new school challenges	X	
21. Personal commitment to continuous self-development	X	
Personal Qualities		
22. Strong interpersonal skills	X	
23. Good role model	X	
24. Energetic, creative and enthusiastic	X	
25. Co-operative, flexible and responsible	X	
26. Ability to take and follow direction while prioritising work under own initiative	X	
27. Reliable, well organised and committed to high standards	X	
28. Accurate with a good eye for detail	X	
29. Able to maintain confidentiality	X	

