



Job Description

Role:	Sixth Form Administrator for WG6 Maternity Cover (June 2023 – August 2024)
Grade/Salary:	G4 (FTE £19,963pa - £20,855pa).
Responsible to:	Head of WG6
Working Hours:	Full Time - 37 hours per week, 8:00 – 4:00pm (finish at 3:30pm on Wednesdays) 24 days holiday entitlement to be agreed with Line Manager

Job Purpose

To provide confidential management and administrative support for day to day operation and strategic planning for WG6 (Wilmington Grammar Sixth Form) as directed by Head of WG6. You will provide a welcoming and supportive atmosphere for students, staff and parents.

You will work alongside an equivalent administrator at WGSG and support WG6 as one Sixth Form operating across a split site. Additional responsibilities to include supporting the main office reception during school holidays.

Main Duties and responsibilities

Specific Duties:

- Manage, plan and co-ordinate administration of the Sixth Form.
- Support the WG6 team based at WGSB with all administration related to Sixth Form including but not limited to effective communication with students, parents, staff, admissions, UCAS, Careers, pastoral support and attendance.
- Act as Sixth Form receptionist for students based at WGSB.
- Sending In Touch messages to sixth form parents, maintaining accurate school records including course changes, retention and destinations. Support census and enrolment of new students.
- Produce reports and statistics as required e.g. attendance and behaviour reports, leavers, retention and student destinations.
- Manage all associated filing including overseeing, archiving and retention of WG6 student records for WGSB.
- Liaise and assist Work Experience Co-ordinator to communicate and track student placements for students based at WGSB.
- Administer WG6 admissions process (via Applica) for existing WGSB students and for external Year 11 students. Organise timely distribution of offer letters, summer induction days and summer enrolment process.
- Manage the compilation of the WG6 Curriculum Booklet and update WG6 website.
- Assist in organisation of WG6 events including open evenings and parent evenings.
- Assist with planning and administration of WG6 speakers and trips.
- Administer 16+ travel card/bursary, liaising with Finance office.
- Assist in the monitoring of students working in the study room.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of WG6 to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Qualifications & Experience	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent as a minimum. English and Maths GCSE (or equivalent) at Grade C or above (or equivalent) 	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Expertise of IT including Microsoft office (Excel, Word and Powerpoint) • Confident user of SIMS • Experience in an educational environment • Knowledge of Sixth Form, including admissions process and UCAS 	Essential Desirable Desirable Desirable
Skills and Ability	<ul style="list-style-type: none"> • Accuracy, attention to detail and ability to meet deadlines. • An ability to work under pressure with strong time management skills. • Excellent organisation and ability to plan ahead. • Able to work on tasks simultaneously. 	Essential
Personal Characteristics	<ul style="list-style-type: none"> • Excellent organiser • Effective communicator • Flexible • Diplomatic • Professional • Enjoy working with young adults • Team Player 	Essential
Special Requirements	<ul style="list-style-type: none"> • Some Evening events e.g. Parents Evenings, Open Evenings (Time in Lieu given) 	Essential