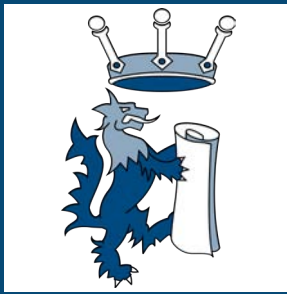




Sixth Form Systems Officer
The Sittingbourne School
Information



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Welcome

Thank you for expressing an interest in the advertised [Job Title] post. We hope that this pack gives you all the information you need to decide if The Sittingbourne School is the school for you. However, please do not hesitate to contact us to arrange a visit to see for yourself what life at the school is like.

The Sittingbourne School is a large, oversubscribed school built on a strong sense of community, making us a warm and very special place to be part of. Students and staff feel proud to belong to The Sittingbourne School. Our staff work tirelessly to ensure the wellbeing and happiness of every child.

However, we are not a school where we allow ourselves to be defined or limited by the pastoral care we offer. We never forget that teaching and learning is our core business. Our motto is “Empowered through learning” because we believe that through excellent teaching and a fantastic curriculum every child can succeed, be happy and change their lives. We do everything we can to ensure every child consistently receives high quality teaching and learning in every lesson and engages in a challenging and relevant curriculum.

Our drive and ambition for our students was recognised by Ofsted, who in their March 2023 inspection report stated how, “Staff have high aspirations for what all pupils can learn and achieve. This level of ambition is evident throughout the school”. They also commented on how, “Pupils are proud of how tolerant and supportive their school is” and that, “The vast majority of pupils behave well in school”. The school was graded as “Good” for the third successive inspection.

We have a strong and supportive senior leadership team for whom staff wellbeing is a priority. We appreciate the challenges teachers and support staff face and we do all we can to reduce unnecessary workload and cut down on bureaucracy. We take a zero tolerance approach to rudeness and defiance to staff and we make sure that no member of staff feels alone when things are tough. Staff also benefit from a wide ranging programme of ongoing staff development. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

In addition, the school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to all aspects of school life. If you think The Sittingbourne School could be the school for you, please email Sarah Scott-Drysdale (sarah.scottdrysdale@swale.at) for more information and to arrange a visit. We look forward to seeing you soon.

Yours Sincerely



Mr Nick Smith
Headteacher

Job Description

Job Title: Sixth Form Systems Officer
Grade: SAT D
Responsible to: Line Manager

Timetables and on/off rolling students

- Complete the set up of sixth form courses and option blocks on Bromcom to match Course Manager
- Enter student enrolment data information to generate, and maintain, student records onto Bromcom
- Distribute student information sheets, collate and upload data onto Bromcom
- Enter all prior attainment levels for students in sixth form, including that of external students
- Enter all retake results onto students' Bromcom profiles
- Organisation of students into character education and independent study groups.
- Maintain all courses and timetables on Bromcom to reflect any changes through the school year
- Request and upload CTF files for all external Post 16 students
- Ensure that in year leavers' CTF files are sent to new providers
- Record the destinations of all students when they leave, liaising the with Careers Advisor to ensure accuracy of data

Post 16 Census

- Oversee and complete the post 16 census liaising with the administration team to ensure accurate completion of census data
- Ensure all course information is accurate for each student
- Collate all hours for students to enter onto Bromcom, liaising with the Head of Sixth Form to ensure they meet funding requirements
- Enter accurate QAN codes for each student and course
- Ensure accurate start and end dates for all sixth form courses
- Allocate core aims for all relevant students, liaising with Head of Sixth Form regarding allocation

Data Collection and Reporting

- Setting up data tracking sheets for sixth form
- Making sure all data collection is completed on time and provide support to teachers as required
- Compile the year group assessment overview sheet for entry onto SISRA (or alternative platform)
- Upload and maintain progress and outcomes data on SISRA (or alternative platform)
- Generate reports and send them to parents and students
- Collate progress and attainment data to support with the setting of academic targets

Attendance

- Enter attendance data onto Bromcom (or alternative platform)
- Ensure all registers are taken in a timely and accurate manner
- Enter all absence and lateness onto the sixth form attendance absence list
- Follow up on all absence with students and parents
- Support return to school absence forms
- Compile weekly attendance figure report from Bromcom (or alternative platform)
- Compile Trust weekly figures
- Send out attendance letters as directed

Job Description

Bursary

- Manage the 16-19 bursary system, liaising with the Head of Sixth Form on key decisions
- Provide students and parents the assessment forms and guidance, help them complete the parent assessment sheet and send them the outcome letter promptly
- Complete the Trust bursary ledger ensuring all receipts and ledgers are up to date
- Liaise with the Head of Sixth Form and the finance department regarding bursary payments
- Ensure the school website bursary information is up to date and accurate via liaison with the schools media producer.
- Promote bursary opportunities to students

General Duties

- Support in the organisation and running of sixth form events including Post 16 results days, taster day, sixth form recruitment evening, the sixth form conference and any other events scheduled
- Answer telephone calls/text messages and emails from students, parents and third parties
- Send out communication to students and parents as required
- Distribution of exam results including the organisation of exam certificate collection
- Keep accurate records and record expenditure off petty cash liaising with finance department as required
- Administration and student support to complete DBS applications
- Supporting sixth form leadership team in daily management of Sixth form
- Other duties in Sixth Form as directed by Head of Sixth Form

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
Bromcom	E
SISRA	D
Computer literate	E
Knowledge and Skills	
Attendance knowledge	E
Data tracking and monitoring	E
Monitoring of attendance	E
Bursary knowledge/funding	E
Timetabling	E
Production of reports	E
Sixth form Census	E
DBS information for students	E
Communication - verbally and via email	E
Experience	
Use of Bromcom	E
Use of data sheets	E
Use of SISRA	D
Working with students	E
Working within a team	E
Personal Attributes	
Confident	E
Quick thinking	D
Adaptable	D
Good communication skills	E
Teamworker	E
Able to work independently	E



Working at The Sittingbourne School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

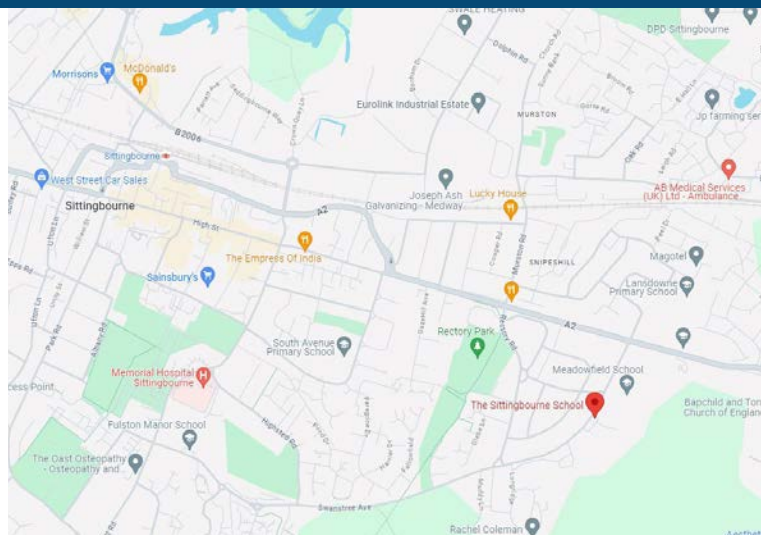
Finding Us

The Sittingbourne School
Swanstree Ave, Sittingbourne ME10 4NL

01795472449
tss-office@swale.at

Closest Train Station: Sittingbourne Station
Approx. 29-minute walk or 15-minute Bus

Closest Bus stop:
The Sittingbourne School - 355, 371F, 371Q, 371S
Vincent Road - 355, X3
Swanstree Avenue - 328, 334, 370S, 371R, 372U, 647, IB2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to sarah.scottdrysdale@swale.at or by post to the following address:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstreet Avenue,
Sittingbourne
Kent
ME10 4NL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Sittingbourne School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

