|  |
| --- |
| **6th Form Administration Assistant** |
| *Responsible to Head of 6th Form**Line Managed by Deputy Head of 6th Form*  |
| * Operational lead on attendance monitoring of the 6th Form
* Liaises with the school’s attendance officer as required
* Updating the central database regarding attendance where necessary & when directed
* Produces weekly attendance data reports to support the 6th Form Team and as directed
* Contacts parents by telephone/letter as necessary
* Work with the 6th Form Manager to ensure attendance remains at 95% and above
* Manages the 6th Form Bursary Fund and contracts. Runs reports to sanction payments
* Manages the 6th Form Car Parking Scheme
* Manages the student counselling system/requirements
* Providing support and guidance to our young and answers enquiries
* Engaging students in all aspects of school life in a professional manner
* Assists in providing a proactive presence within the 6th Form study & social areas to maintain positive work ethics & behaviour
* Records student discipline matters and refers unresolved matters to the 6th Form Year Manager
* Assists with staff and teachers re 6th form prospectus and maintain electronically via the [www.kentchoices.com](http://www.kentchoices.com) website.
* Assists with allocating student curriculum within SIMS at the beginning of the academic year, updating as necessary
* Provides additional and necessary support to 6th Form Team with regard to all matters relating to 6th Form.
* Dealing with day to day issues as they arise
* Liaising with parents as appropriate
* Provides academic and technical support for students in the 6th Form Common Room and ICT area
* Records minutes of mentor meetings
* Clerical management re. Stationery, approved letters
* Manages the 6th Form conventional boards
* Support with arranging 6th Form Prom
* Assists with study/technical skills support to students & liaising with staff
* Be available if required on examination results days to provide guidance and liaison for students/parents/carers
* Comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Any other duties as required
 |