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| **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 |