

## Sixth Form Admissions & Key Stage 4 and 5 Attendance Officer

### PURPOSE OF POST

To provide excellent administrative support for the day-to-day operation of the Upper-School, including Sixth Form. Including supporting the Head of Sixth Form, tutors, pastoral leaders, teachers and SLT in raising standards of teaching and learning. To provide administrative support to the Head of Sixth form and Key Stage 4 and Key Stage 5 Pastoral Leaders and ensure a welcoming and supportive service for students.

### ORGANISATIONAL RELATIONSHIPS

**Reports to:** Assistant Headteacher

**Responsible to:** The Headteacher and the Governing Body

### MAIN DUTIES AND RESPONSIBILITIES

#### Attendance at Key Stage 4 and Key Stage 5

- Be the first point of contact for all absence reporting for parents/carers
- Respond to daily absences by ensuring parents/carers of all Key Stage 4 and Key Stage 5 students with a missing mark are followed up, on a daily basis and update student attendance information in the school MIS system accordingly
- Meet Key Stage 4 and Key Stage 5 late arriving students each morning and log names
- Follow up on lateness in accordance with the Key Stage 5 punctuality procedures
- Make daily AM and PM checks on students at risk of truanting (as identified by the Pastoral Team)
- Make regular checks on students commuting between sites and flag any unusual absences to the Pastoral Manager
- Ensure all registers accurately reflect student attendance by 9.15am and 2.30pm each day
- Log all Key Stage 5 students authorised Leave of Absence Requests received from the pastoral managers
- Inform the Pastoral Team of persistent absentees and support in sending out the appropriate correspondence to parents/carers after three days of non- attendance from students
- Inform the Pastoral Team of students with persistent lateness (3x a week or pattern of persistent lateness) on a weekly basis for tier 2 detention



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- Keep an accurate and up to date log of all absence and punctuality related correspondence with parents/carers and students
- To be responsible for holding and distributing hard copy registers when required and maintaining accurate registration details
- Create weekly attendance and punctuality reports every Friday as required by the Pastoral Team and Senior Leadership Team for form tutor follow up each Monday
- To assist in maintaining links with home, internal and external support services involved in student welfare
- Produce statistical data relating to attendance patterns of groups within the school as required by the Senior Leadership Team
- Work closely with the Head of Sixth Form on reviewing and updating Attendance Policies for the Sixth Form
- Follow up with staff where attendance registers / records are missing or inaccurate
- Support the pastoral team when students are absent from or delayed to exams

## Admissions

- To issue prospectus and admission information to Key Stage 4 internal and external applicants. This will include administering the operation of the Taster Lessons and Induction Days.
- To be responsible for updating the application forms for Sixth Form and responding to direction of Senior Line Managers.
- To receive and manage enquiries for entry into the Sixth Form under the direction of the Deputy Headteacher and Assistant Headteacher Recruitment and Retention.
- Evaluating internal and external student applications based on admissions criteria, collating student references
- To make the necessary arrangements for meetings for internal and external applicants
- To support the Sixth Form Pastoral Manager in confirming offer of places along with sending out enrolment packs to all students accepted.
- To monitor numbers on courses, balance class sizes and to analyse choices of subjects for curriculum planning.
- Working closely with the data team to ensure correct CTFs and paperwork required to enrol students has been collected in a timely manner ahead of September each year
- To confirm the statutory checking of passport and visa status information as required.
- Supporting the administration of student enrolment on GCSE Results Day and completing data uploads to generate student timetables
- Following up where necessary to ensure students successfully complete the enrolment process and destination information.



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- Communicating effectively with all applicants, offer holders and those who do not receive offers.
- To provide logistical, administrative and practical support in the organisation of Sixth Form Open Evening and Transition Evenings.
- Generating Recruitment and Retention information for the Head of Sixth Form

### Administration

- Support with administration of all Sixth form Events throughout the year including Parents Evenings for Year 12 and Year 13, Celebration Events (Results Days, prom, assemblies, trips) and Sixth form recruitment events [Open Evening, Enrolment, Taster Week]
- Identify student eligibility for the Sixth Form Bursary
- Work closely with the Sixth Form pastoral manager to generate purchase orders as and when required to help maintain this throughout the year.
- Provide general administrative office duties
- Maintain orderly office and stationary storage spaces throughout the Sixth Form
- Reviewing and organising all digital files at the end of each academic year to maintain an orderly online folder system for the Sixth form
- Contributing to updates made to Sixth Form procedures and policies

### GENERAL DUTIES

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post at the discretion of the Headteacher. All duties are subject to review and job descriptions can change according to the needs of the school.



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### PERSON SPECIFICATION

All criteria stated below are essential.

Attributes	Description
<b>ABILITIES</b>	<ol style="list-style-type: none"> <li>1. Advanced level Google Drive and MS Office Skills including Word, Docs, Excel, Google Sheets, Mail Merge and Google forms, Google Classroom</li> <li>2. Knowledge of databases including school student database MIS systems such as Bromcom, SIMs, MCAS and Inventory system</li> <li>3. Strong budgeting and numerical abilities to manage sixth form resources including stationary, bursary within a limited budget.</li> <li>4. Strong data analysis with the ability to apply this to closely monitor and produce detailed reports</li> <li>5. The ability to develop good working relationships with pupils, parents/carers and colleagues across the school</li> <li>6. Able and willing to enhance student experience by contributing to the 6th form extracurricular provision</li> </ol>
<b>SKILLS</b>	<ol style="list-style-type: none"> <li>1. Excellent record keeping skills, including information retrieval</li> <li>2. Excellent communication skills, including written and verbal communication</li> <li>3. Highly skilled at data entry, fact checking demonstrating strong attention to detail and high quality</li> <li>4. Advanced problem-solving skills to support students, carers external agencies and staff in relation to all Sixth Form queries</li> <li>5. Excellent team working and interpersonal skills to work flexibly across operational boundaries as a member of a team</li> <li>6. Excellent organisational and time management skills working on own initiative to prioritise workload within set deadlines</li> </ol>
<b>KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>1. Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation</li> </ol>

	<ol style="list-style-type: none"> <li>2. Knowledge and awareness of safeguarding and need for confidentiality</li> <li>3. An understanding of the learning environment in which schools operate, including curriculum planning and delivery</li> </ol>
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>	<ol style="list-style-type: none"> <li>1. 5 A* - C GCSEs or equivalent, including English Language and Mathematics</li> <li>2. To be a fully trained First Aider or willing to be trained as an emergency First Aider</li> </ol>
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Evidence of successful administrative experience in a comparable working environment.</li> <li>2. Evidence of successful use Microsoft Excel including Mail Merge</li> <li>3. Experience of fostering good relationships with young people, carers and colleagues.</li> <li>4. Experience of administering and supporting events in a comparable working environment.</li> <li>5. Experience of liaising with and co-ordinating external agencies</li> <li>6. Experience of working within tight budgets</li> </ol>
<b>EQUAL OPPORTUNITIES</b>	<ol style="list-style-type: none"> <li>1. Understanding and commitment to the School's Equal Opportunities policy</li> </ol>



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