



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

JOB DESCRIPTION

JOB TITLE	Administrator (6th Form) (Secondary School)	JOB REF NO	AAAE5230 Grade 4
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BASIC JOB PURPOSE

Provide personal assistance, organisational and confidential secretarial support for the Head of Sixth Form, the Head of Year 12 and Form Tutors of Year 12 and 13, to allow them maximum time to devote to the management of the Sixth Form and to teaching.

MAIN RESPONSIBILITIES

1	Set up and operate procedures and systems, including filing and recording systems, to ensure the efficient administration of the Sixth Form unit.
2	Design and check documentation to meet quality and standard required by the Head of Sixth Form
3	Advise Sixth Form staff and students of policies and procedures and respond to general queries from Sixth Form students
4	Update and extract pupil information from computerised (MIS database) and manual systems and provide accurate and up to date information for management.
5	Assist with UCAS application and use of internet to support students / staff in completing the necessary forms and other paperwork.
6	Carry out all administrative tasks relating to UCAS open days/exhibitions.
7	Organise meetings for the Head of Sixth form, and occasionally attend meetings with or on behalf of Head of Sixth Form.
8	Organise transport and letters to parents for educational and social trips
9	Process applications, organise and administer enrolment to the Sixth Form
10	Provide Sixth Form notices and bulletin and keep notice boards / literature displays up to date.
11	Undertake a range of office duties including word processing, filing, photocopying, diary management, distribution and franking of mail
12	Act as telephonist / receptionist to ensure all queries are handled appropriately.
13	Undertake routine duties (e.g. cash handling) as necessary to ensure the provision of a quality service for the school.
14	Assist the Leadership Group in the preparation of the school calendar.
15	Undertake the administrative duties in connection with parent's evenings and progress evenings and report accordingly.
16	Provide a word processing / desktop publishing / typing / excel / powerpoint etc facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community to facilitate the effective functioning of the school.
17	Train teaching and support staff in the use of MIS (Arbor) and desktop publishing packages; in order to ensure accuracy and confidence in use.
18	Create procedures, using MIS software, to improve the reporting system to parents; and to oversee the effective use of the process, including training of teaching staff in the use of the package.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.