

**MAIDSTONE GRAMMAR SCHOOL FOR GIRLS
JOB DESCRIPTION**

POST TITLE	Sixth Form Administration Assistant
GRADE/WEEKS PER YEAR/HOURS	Kent Scheme 4 Term time: 39 weeks/32.5 hours per week/8am to 3pm Monday- Friday and Ten additional days to include GCSE results days and following days to cover Sixth Form enrolment before the start of term 1
DATE	October 2019
RESPONSIBLE TO	Main Office Manager
REPORTING TO	Assistant Headteacher, KS5 – input for this role will be in liaison with Main Office Manager.

Summary of Job:

The purpose of this post is to support the Sixth Form Management Team in respect of administration tasks as directed by the Assistant Headteacher, KS5 and in liaison with the Main Office Manager. Additional administration responsibilities performed are in respect of Sixth Form Admissions, key school events, safeguarding and ParentMail.

Outline of Main Duties for the Sixth Form:

To undertake specific administration tasks as directed by the Assistant Headteacher of KS5/Sixth Form Management Team.

To produce the Sixth Form admission documentation in close liaison with the Assistant Headteacher for KS5 Main Office Manager.

To take a lead and complete the Sixth Form Curriculum Book and all other administrative tasks relating to Sixth Form Admissions.

To participate in the promote of the Sixth Form to Internal and External students

To process and administer all external Sixth Form enquiries regarding applications, option choices, keeping records up to date in respect of applications or withdrawals surrounding the admissions processes including SIMS Pre-Admissions Group data input for all external applicants.

To be the lead administrator in respect of Sixth Form events such as Speech Day, Sixth Form Open Events, etc in liaison with the Main Office Manager, and to attend such events.

To input Sixth Form admission data into SIMS and associated filing into student files.

To manage the Sixth Form Student files, collating paperwork and ensuring it is filed.

To cover KS5 Attendance administration on an ad-hoc basis in the event of the substantive post holders absence, and assist in all communications relating to punctuality and attendance, including, where appropriate attendance panel meetings.

Outline of Other Key Administration Duties:

To assist with the inputting of Year 7 admission data into SIMS.

To lead on ParentMail administration to ensure auto-link is fully functional and perform regular QA checks on data.

To request safeguarding information for all new students to MGGS and to send relevant safeguarding files for students leaving MGGS onwards.

To provide Main Office support in respect of administration tasks including student hatch and first aid requirements as directed by the Main Office Manager.

Other:

Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and GDPR) and uphold the ethos of the school.

To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.

To fulfil any other tasks reasonably requested by the line manager.

Signature

Date September 2019

Line Manager

Date September 2019