



SIXTH FORM ADMINISTRATOR

Salary – £25,979 – £28,770 (FTE)

£16,709 - £18,504 (Actual Salary)

Commencing ASAP

Term Time Only + 5 INSET Days

Monday to Friday, 9am – 3pm

27.5 hours per week

Denbigh School is seeking a vibrant and enthusiastic Sixth Form Administrator to join our team. This is a fantastic opportunity to become an integral part of our school community, supporting the Senior Sixth Form Administrator, Assistant Headteacher and Sixth Form lead roles.

As the first point of contact for student queries, you'll ensure smooth operations within our Sixth Form, supporting both students and staff alike. Your responsibilities will include administrative tasks such as managing attendance records, assisting with admissions and coordinating events. You'll also play a vital role in communicating with parents regarding attendance procedures and school expectations.

The ideal candidate will be highly organised, possess excellent communication skills and thrive in a fast-paced environment. Previous experience in a similar educational setting is advantageous, but not essential.

Denbigh School is an excellent school with an enviable reputation. It is a highly successful, over-subscribed comprehensive school with 1750 students aged 11 – 18 and over 200 staff. The school serves part of the western community of Milton Keynes and its surrounding area. Denbigh School is part of the Denbigh Alliance MAT.

The Denbigh Alliance has a track record of delivering academic success in subjects which offer students a real currency to progress into higher education or employment. We consistently outperform the Milton Keynes and national averages in terms of the results our students achieve. This academic success is built on the supportive, well-disciplined and dynamic learning environment we provide, which enables our students to focus on their studies. We believe that for a School to succeed there needs to be a genuine spirit of partnership between students, the School and parents.

We are a Maths Hub, Computing Hub and SCITT and amongst the best in the country in terms of raising standards, both within our Trust and in the schools that we support.

If you would like to join our team then please visit our website, <https://www.denbigh.net/> for more information and to download an application form. Application forms should be emailed to hr@thedenbighalliance.org.uk

Application forms only will be accepted - please do not send CVs.

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: hr@thedenbighalliance.org.uk

Headteacher: Dr A Frame

Closing date for applications: Friday 19th April at 9am

JOB DESCRIPTION

Role Title	Department	Reports to
Administrator (Sixth Form)	Sixth Form	Senior Administrator

PURPOSE

The post holder will provide an efficient and comprehensive administrative and support service to the Senior Sixth Form Administrator, Assistant Headteacher, Sixth Form lead roles, visitors, parents and students. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The School reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- To support the Senior Administrator with Sixth Form administration and ensuring the needs of the Assistant Headteacher, Sixth Form lead roles, visitors, parents and students are met.
- The first point of contact for all student queries, ensuring these are resolved effectively.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school.
- Accurate recording of all telephone conversations and meetings with parents when in attendance.
- Supporting the Senior Administrator with, (list not exhaustive);
 - Letter writing/ParentMail preparation and distribution, faculty letters
 - Student queries/timetable requests
 - Faculty letters (Sixth form related)
 - Parental queries/telephone calls
 - Maintenance of Year 12 and 13 SIMS records/data
 - Event Support, including arranging of materials, booking rooms, ordering of food.
- To support the Senior Administrator with the sixth form admissions administration as and when required.
- To assist with meeting and greeting visitors to the Sixth Form who are attending various meetings and events.
- Updating internal student information display boards.
- To help support the organisation of cover lessons for Sixth Form students

Attendance

- All aspects of Sixth Form attendance administration.
- Monitoring and tracking student's daily attendance in accordance with school policy and procedures, ensuring that:
 - You are proactively chasing Teachers for completion of their registers via SIMS, verbally and via face to face conversations.
 - All ParentMail, phone calls and emails are accurately recorded.
 - All welfare calls to parents/carers in relation to students who are not in attendance are made.
 - All daily attendance records are completed prior to the end of the School day.
- Monitoring and tracking of whole school attendance and punctuality, sending out attendance letters where appropriate.
- Producing attendance related reports from SIMS and other data sources as and when required/requested.
- Monitoring and ensuring correct Attendance Codes are entered into class registers and SIMS, ensuring that all information is input in a timely manner, i.e. in relation to exams, trips, events, authorised absence etc.
- Working with the Senior Administrator and Data Team to provide accurate census data in accordance with Government deadlines.
- The post holder will be required to undertake other duties and any reasonable instructions given by the Head of School or Line Manager.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none">• Grade C and above in GCSE Mathematics and English (or equivalent) (Essential)
Knowledge/Experience	<ul style="list-style-type: none">• Experience of using Microsoft programmes, specifically Outlook, Word and Excel (Essential)• Previous experience of working in a School or the desire to work with young people (Essential)• SIMS experience (Desirable)• Previous administrative experience in a school or local authority setting (Desirable)• Experience of developing, communicating and successfully implementing guidance and procedures. (Desirable)• Understanding of GDPR Legislation (Desirable)
Technical/Business Skills/Ability	<ul style="list-style-type: none">• Excellent administration and organisational skills (Essential)• Able to establish priorities and work to tight deadlines (Essential)• High levels of accuracy and attention to detail (Essential)• Ability to analyse and interpret information to support effective and robust decision-making (Essential)• Ability to work as part of a team (Essential)

	<ul style="list-style-type: none"> • Ability to draft complex correspondence and converse with a diverse range of people at all levels (Essential)
Particular Aptitude/Personal skills Required	<ul style="list-style-type: none"> • Outstanding interpersonal and communication skills to nurture effective relationships (Essential) • Ability to be flexible to meet the needs of the School, particularly during busy periods which include July and August and to respond effectively to new situations and queries (Essential) • Willingness to keep up to date on relevant policy and procedures in line with the duties outlined in the job description and any other sixth form developments (Essential) • Professional communicator at all levels, capable of multitasking and delivering to strict deadlines (Essential) • Excellent initiative, enthusiasm and commitment (Essential) • A proactive and practical approach to problem-solving and to the provision of advice, demonstrating the ability to use initiative (Essential)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;

- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: