

**URSULINE HIGH SCHOOL**  
**SIXTH FORM ADMINISTRATOR**  
**JOB DESCRIPTION**

**Post Title:** Sixth Form Administrator

**Grade:** ME8, points 18 – 20, currently £27,978 - £28,992 [paid pro rata]

**Responsible to:** Deputy Headteacher – Sixth Form

**Date:** March 2021

**General Purpose**

- To be responsible for administration of Sixth Form Admissions and Bursary Management.
- To support the Deputy Headteacher for Sixth Form/Assistant Headteacher with administrative duties particularly in relation to Recruitment, Admissions and Bursary Management.

**Specific Duties**

**Admissions Administration and Sixth Form Bursary**

- To receive and manage enquiries for entry into the Sixth Form under the direction of the Deputy Headteacher and Assistant Headteacher Recruitment and Retention.
- To issue prospectus and admission information to Year 10 & 11's 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 make the necessary arrangements for interviews for internal and external applicants and then to confirm offer of places along with sending out enrolment packs to all students accepted.
- To monitor numbers on courses and to analyse choices of subjects for curriculum planning.
- To take particular care for the correct recording of UPN and UCI numbers.
- To confirm the statutory checking of passport information as required.

## **Marketing**

- To provide logistical, administrative and practical support in the organisation of Sixth Form parents' evenings.
- To liaise with the Deputy Headteacher to manage the coordination of arrangements for the joint open evenings at UHS or with Wimbledon College
- To assist through logistical support in the planning and presentation of the Sixth Form exhibition.

## **Monitoring**

- To monitor and evaluate the work of the Data Team.
- To attend the Sixth Form Strategy Team meetings and assist the administrative duties of monitoring attendance and punctuality in the Sixth Form through generation and publication of reports and following up with students and parents at the request of Deputy Headteacher.  
Specific duties in relation to:
  - Monitoring attendance to lessons and lates.
  - Liaising with Wimbledon College over joint database.
  - Issuing timetables.
  - Produce any data reports required on attendance – admissions etc.

## **Administrative Support**

- To attend and produce minutes of Sixth Form Executive.
- Offer administrative support to Head of Sixth Form and Heads of Year 12 and 13 such as in the organisation of materials for key Sixth Form events, e.g. Induction Day.
- To take responsibility for accuracy and timely update of Sixth Form files.
- Make appointments for Academic Review Days for Year 12 and 13.

## **Census Returns**

- Post 16 returns – assign QAN codes and Discount codes to all teaching groups for Census. Check all students. Mark all leavers off roll in all year groups as required.

Undertaking such other duties as may be required by Headteacher/Associate Headteacher, Head of Sixth Form, Assistant Headteacher for Recruitment and Retention.