



## **Sixth Form Administrator**

**Chellaston Academy**

**Permanent**

**37 hours per week, 42 weeks per year**

**Scale 4 £25,907 - £27,592 FTE (£24,102 - £25,669 Pro-rata)**

QEGSMAT are seeking to appoint an enthusiastic Sixth Form Administrator to join our passionate and high achieving team at Chellaston Academy.

At Chellaston Academy, our vision is to *'Inspire each other to realise our potential through Integrity, Care, and Excellence'*. In September 2023 Chellaston Academy was rated as 'GOOD' by Ofsted. "The school's ICE (integrity, care and excellence) values permeate the school's work, and pupils also know that the high expectations that staff have help them to achieve academically and personally." "The school has devised a curriculum that is both broad and ambitious, and there are high academic expectations of pupils." In addition, leaders have engaged staff well when making large-scale changes to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school.

Members of staff who work at Chellaston Academy enjoy:

- A happy and vibrant culture of integrity, Care and Excellence.
- A positive and enjoyable climate where we are trauma informed and our 'kids do us proud'!
- An inclusive, autonomous learning environment where you CAN make a difference.
- An environment where the wellbeing of staff is a priority and staff are involved in decision making.
- Purposeful and bespoke professional and personal development.
- An environment where Chellaston are leaders in our sector providing exciting wider opportunities.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup



The banner features the Vivup logo on the left, which includes a stylized 'v' and the text 'vivup | HEALTH WELLBEING HAPPINESS'. In the center, the text 'Save wherever you shop' is displayed above a button that says 'Visit Lifestyle Savings at vivup.co.uk'. On the right, there is a collage of various retail discount cards, with a prominent white box stating '750+ discounts on everyday essentials'.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

To apply for this position, please visit [www.qegsmat.face-ed.co.uk/vacancies](http://www.qegsmat.face-ed.co.uk/vacancies)

**Closing date for applications:** 22<sup>nd</sup> June 2025

**Interview date:** w/c 23<sup>rd</sup> June 2025

**Salary:** Scale 4 £25,907 - £27,592 FTE (£24,102 - £25,669 Pro-rata)

**Potential Start date:** ASAP



## **JOB DESCRIPTION**

**Post Title:** Sixth Form Administrator

**Reporting to:** Head of Sixth Form

**Scale:** Scale 4

**Disclosure Level:** Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

#### **Purpose:**

To contribute to the success of the Sixth form by providing an efficient and effective administrative support and attendance management service.

#### **Main Duties**

- Provide administrative and clerical support to the Head of Sixth Form and Deputy Head of Sixth Form, as required;
- Manage the diaries and in-trays of the Head of Sixth Form, ensuring they are fully prepared for meetings and in possession of relevant information in good time;
- Attend meetings and take minutes as required, and maintain files of meeting minutes;
- Monitor levels of student attendance in relation to school targets and provide accurate and timely management information to colleagues as required in respect of individual students, class groups, and year groups;
- Monitor turnstiles/biometrics to ensure that students are following signing in procedures correctly and they are where they should be;
- Monitor punctuality of students and take charge of the Punctuality Process Flow;
- Co-ordinate the 6<sup>th</sup> form admissions process in consultation with the Head of 6<sup>th</sup> Form via the platform Applica, administering both internal and external applications, requesting references for external applicants and organising interviews between staff and external applicants;
- Co-ordinate 6<sup>th</sup> form events and activities, including parent consultations, open evenings, induction days, Higher Education evenings, visiting speakers and school photographs, overseeing all practical arrangements including accessibility and hospitality;
- Support during Parents' Evenings, Post-16 Options events, Information Evenings;
- Maintain accurate and up-to-date student records and files, including archived files, storing these securely and in accordance with the Data Protection Act and other relevant legislation;
- Support the Sixth Form team with regards to university applications via the UCAS platform;

- Provide information to staff for all other references for students including employment references;
- Record and monitor student destination data and higher education qualifications and degree class;
- Market the school's Bursary Fund with students and parents;
- Process bursary applications in consultation with the Finance Team and in accordance with the academy's policy;
- Oversee the attendance and performance of students in receipt of discretionary bursary payments in accordance with the school's policy, and communicate payment decisions to the Finance Team;
- Handle appeals in respect of non-payment decisions in respect of the discretionary bursary;
- Contribute to the academy's attendance plan, ensuring attendance targets are achieved or exceeded, communicating any areas for concern to the Head of Sixth Form and Deputy Head of Sixth Form.
- Oversee the applications and support with the administration of the Sixth Form Minibuses.
- Liaise with the finance department, students and parents to ensure minibuss payments are processed in a timely fashion.
- Receive telephone calls and messages from parents/carers reporting student absence, updating the school's management information system (MIS) accordingly;
- Ensure registers are completed accurately and on time, liaising with staff as necessary;
- Follow up unexplained student absence with parents/carers in a sensitive and timely manner; including home visits where necessary alongside the Head of Sixth Form and Deputy Head of Sixth Form.
- Process all student leave of absence applications in line with the school's attendance policy;
- To communicate effectively with staff, students, parents and outside organisations on all relevant matters;
- Undertake reception duties; welcoming visitors, maintaining a professional, safe and tidy office area, dealing with general enquiries and acting as a central point of contact for all day-to-day matters;
- Ensure the school's signing in and out procedures are adhered to in respect of students and visitors, and that visitors are made aware of all relevant health and safety information;
- Process all incoming and outgoing mail, including internal mail;
- Ensure all printing/copying devices are in working order, reporting faults as necessary, and stocked with paper at all times;
- To develop and maintain positive relations between the school, parents and students; and
- Any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post.



## Person Specification - Sixth Form Administrator

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths A* - C (9-4) or equivalent.</li> <li>Willing to develop through appropriate CPD opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Proficient user of ICT including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in a busy office environment fulfilling a range of administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the UCAS process</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Application form</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent communication skills both verbal and written</li> <li>Highly systematic and organised</li> <li>Self-motivated with the ability to manage time effectively and prioritise workloads</li> <li>Able to work effectively as an individual or as part of a team, even when under pressure</li> <li>Able to form and promote positive relationships with students, staff and parents</li> <li>Proficient user of ICT and able to present data in a useful format for decision making</li> <li>Practical and resourceful with a flexible approach to work</li> <li>Calm, patient and approachable in all situations</li> <li>Able to deal with confidential information in a sensitive manner</li> </ul>	<ul style="list-style-type: none"> <li>Operational knowledge of CMIS Facility or other school management information system</li> <li>Knowledge of minuting meetings</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Application form</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Understanding of the importance of regular student attendance and issues around non-attendance</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Application form</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Flexible, innovative and willing to embrace new ideas</li> </ul>		

	<ul style="list-style-type: none"> <li>• Enthusiastic and self-motivated</li> <li>• Willing to develop through appropriate CPD opportunities</li> <li>• Ability to develop and maintain effective working relationships within differing contexts</li> <li>• Calm, patient and approachable in all situations with a strong customer care focus</li> <li>• Able to deal with confidential information in a sensitive manner</li> </ul>		
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