



Ashmole Academy JOB DESCRIPTION

JOB TITLE	Sixth Form Administrator (Admissions & Attendance)
GRADE:	Pay point 17
PURPOSE OF JOB:	Working with the 6 th form Manager, Admissions Coordinator and Attendance Officer to support 6 th form admissions and attendance administration within the 6 th form.
RESPONSIBLE TO:	Head Teacher in all matters and to the 6 th Form Manager. Term time plus 5 days (during Exam results period and 6 th form Enrolment Day).

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

Attendance (6th form only)

- To contact parents/carers daily if a student is absent and there has been no contact with the school.
- To process absence calls via telephone, My Child at School and email each morning.
- Input absence data onto Bromcom.
- Ensure all staff take a register at AM and PM registration and follow up where necessary.
- To be proactive with pupils with low attendance by contacting parents and liaising with Pastoral Mentors and Heads of Year.
- Follow up on any unauthorised absences at the end of the day.
- To ensure all registers are completed and there are no missing marks.
- Follow up with unexplained absences with each form tutor.
- Process all leave of absence requests from parents, liaising with the Senior Deputy Head responsible for attendance and reply to parents.
- During exam time, process all student attendance and non-attendance details.
- Liaise with the school's attendance officer and provide information as required.
- Communicate with home if required.

Admissions

- Processing Sixth Form Applications via the school's online portal Admissions+
- Check date of birth and follow through the process if student is not of age to apply.
- Check passport details.
- Verify school referee contacts.
- Process and direct 'home schooled' candidates.
- Update and use email templates to communicate with candidates,
- Ensure references are returned prior to giving each application a status.
- Record notes to share information with staff viewing applications.
- Ensure all candidates receive a response in the spring term.

- Using digital platform (Admissions+) to invite and manage three Taster Morning dates for candidates (internal and external).
 - Provide admin support to organise Taster Mornings e.g., ID for external students visiting the site for June Taster, signs, registers etc.
 - Attend 6th Form Enrolment Day in August each academic year.
 - Enrolment checking to process candidates enrolling on-line checking GCSE grades for entry and all other essential entry requirements.
 - Ability to assist members of the checking team with the use of Enrolment on Admissions+ and categorise queries with back-up notes.
 - Process 'late applicants list' with email template advising of the process to appeal.
 - Dealing with email queries on 6th Form dedicated email address.

General

- To support the 6th form Manager with general administrative support.
- Support with 6th form supervision as and when required.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____

March 2023