JOB DESCRIPTION

SIXTH FORM PASTORAL AND DATA ADMINISTRATOR

Responsible for:	Collecting, analysing, and reporting on sixth form data from a variety of sources and covering a range of different activities. Tracking and ensuring appropriate follow-up on areas of focus
Responsible to:	Sixth Form Phase Administrator
Important functional Relationships:	Director and Deputy Director of Sixth Form, Sixth Form pastoral teams, Sixth Form Support Staff Team, Teaching Staff

RESPONSIBILITIES

The role requires a flexible approach to workflow priorities which will evolve over time. Tasks will initially include:

PASTORAL/SAFEGUARDING

- Support the pastoral work of the year team (Head of Year, Deputy Head of Year and form tutors) by maintaining an accessible presence in Sixth Form areas
- Assist the team with triaging incoming parental communications such as emails
- Maintain accurate records of any safeguarding concerns students may raise
- Work with the Designated Safeguarding Lead to ensure the receipt and summary of Safeguarding files for new joiners in September. Read and share key safeguarding information provided by other schools for new students with the team.
- Monitor and analyse categories from safeguarding logs throughout the year.

DATA PROCESSING AND MANAGEMENT

- Identifying priorities and suggesting/administering follow-up actions
- Analysing academic data from departments to identify areas of strength and improvement.
- Creating data reports using our Management Information System (MIS, Arbor) to track and address key issues.
- Administering timetable updates within the MIS.
- Monitor and track student attendance and produce student attendance report cards.
- Analyse attendance data to identify patterns and recurring attendance issues and share with the team.
- Support the delivery of Student Surveys; analyse responses and provide summary reports for key stakeholders.
- Monitor student involvement in extracurricular activities and feed back key information to the team.
- Supporting the work of sixth form post holders (e.g Enrichment Coordinator, Disadvantage Co-ordinator) including setting up/keeping up to date relevant records and producing analyses and reports from these as required.
- Maintain and further develop a monitoring and tracking system to support the management of UCAS applications and Leavers' Destinations.

WORK EXPERIENCE

- Supporting the member of staff with responsibility for the Work Experience programme so that there is a clear overview of uptake and participation.
- Co-ordinating placements and maintaining relevant “paperwork” through the Unifrog placements tool.
- Supporting student enrolment on the Unifrog platform at the start of the year and monitoring completion of activities throughout the year.

OTHER

- Supporting the sixth form admissions process as required.
- Oversight of the Arbor parent app and student app.
- Any other task that is commensurate with the requirements of the post that may be required from time to time.
- Support the delivery of key events.

PERSONAL SPECIFICATION

ESSENTIAL

- Ability to use spreadsheets to an intermediate standard (e.g., formulas, Pivot Tables, data analysis)
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to build positive, professional working relationships with adults (staff, parents/carers) and young people/students
- Ability to problem solve and independently reach solutions
- Ability to read complex information and summarise for others to understand
- High accuracy, meticulous attention to detail, and ability to meet deadlines
- Commitment to safeguarding and welfare of children and young people
- Suitability to work with children and young people in a school environment (Enhanced DBS check required)
- Understanding of Data Protection principles (GDPR) and the safe, confidential handling of sensitive student records
- Ability to work flexibly outside of regular term time, specifically in late August (A-Level Results Day and Year 12 Enrolment)

DESIRABLE

- Experience working within an educational setting, ideally Post-16 / Sixth Form
- Knowledge of working with school Management Information Systems (e.g. Arbor)
- Higher-level spreadsheet skills
- Understanding of the UK post-16 education landscape, UCAS processes, and Gatsby Benchmarks for careers provision
- Knowledge of the Google Suite of applications, e.g. Google Forms, Google Sheets etc.
- Knowledge of the Unifrog platform