



Job Description

Monmouth Schools Sixth Form Administrator

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 20 hours per week, Monday – Friday 8.30am to 12.30pm for term time plus 2 weeks each year.

Responsible to: The Administration Manager through the Director of Sixth Form

Summary of the Role:

To provide administrative support to the Monmouth Schools Sixth Form utilising strong Microsoft Word and Excel skills.

Main Duties and responsibilities

1. Be the communication, administration and reception centre for the Sixth Form staff and students
2. Carry out day-to-day registration and related issues, including liaison with parents.
3. Co-ordinate, collate, analyse, design and distribute information for activities relevant to the Sixth Form – e.g. questionnaires, events, forms, booklets, data and marketing statistics using Word, Excel, Publisher, Powerpoint and MIS (SIMS)
4. Support the Director of Sixth Form in all day-to-day and term-to-term activities including student social events and calendar co-ordination
5. Produce the annual Sixth Form Curriculum Booklet in conjunction with marketing
6. Ensure that use of the new Sixth Form identity is used and used correctly when relevant
7. Arrange the leavers photography and year book
8. Use School Post to send out Sixth Form communications to Parents
9. Support Sixth Form HOYs/Houseparents as appropriate
10. EMA co-ordination and weekly registration
11. Attend school events as necessary

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Minimum Maths & English at GCSE, Grade C or equivalent 	<ul style="list-style-type: none"> • ECDL or other Computer qualification
Experience	
<ul style="list-style-type: none"> • Recent general administrative work 	<ul style="list-style-type: none"> • Experience of using Excel for managing information
Skills	
<ul style="list-style-type: none"> • Proficient in the use of Microsoft Word and Excel • Good Interpersonal skills • Ability to work independently • Ability to work accurately with attention to detail and to tight timescales • Ability to deal with complaints in a calm and sensitive manner in person and over the telephone • Excellent telephone manner 	
Personal Attributes	
<ul style="list-style-type: none"> • Calm under pressure • Takes pride in their work • Use initiative • Confidential 	
Other Factors	
<ul style="list-style-type: none"> • Flexible approach • Willingness to undertake additional training (on occasion outside normal working hours) 	