

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Sixth Form Administrator/Attendance/Careers Support

Post Holder:

Salary Grade: Grade C, Scale Point 4 - £11,314 (actual) gross per annum

Contractual Weeks: Term Time plus 2 additional days (1st day Enrolment day, 2nd day for Sixth Form events)

Contracted Hours: 19.5 hours per week to be worked 3 days a week

8.30am to 3.30pm, less a 30 minute unpaid break each working day

Mandatory working days Thursday and Friday 8.30am – 3.30pm

Additional working day by agreement, either Monday, Tuesday or Wednesday

KEY ROLE AND RESPONSIBILITIES

To provide administrative services as required in support of the running of the Sixth Form office. Reporting to the Sixth Form Office Manager.

MAIN DUTIES

SIXTH FORM ATTENDANCE

- Ensure Sixth Form attendance absence line messages are downloaded and logged, updating absence diary where appropriate.
- Ensure electronic attendance is maintained and updated accurately via SIMS.
- Ensure daily study period sign in sheets are made available and data reflected accurately on SIMS.
- Send timely unexplained absence messages via 'In-touch' system and liaise with parents/carers as appropriate and, in line with the Sixth Form Attendance Policy.
- Review Sixth Form attendance missing marks on SIMS and rectify (chasing missing staff registers as appropriate).
- Promote 'Excellent Attendance' expectation in conversations with Parents/Carers and Students.
- Review and handle individual Attendance questions arising from Staff, Students or Parents/Carers.
- Update Paper Register (Assembly / Emergency Evacuation) and sign in sheet master copies to reflect any student changes where necessary.
- Effective liaison / handover with Sixth Form Attendance job share to deliver seamless delivery / handover of key issues.

SIXTH FORM CAREERS SUPPORT

- Ensure Sixth Form Careers Library in the Sixth Form Centre is consistently kept up to date with current University, Apprenticeship and Gap Year Information.
- Regular review of Sixth Form Email for any Student Opportunities (Work Experience, Apprenticeship, University Open Days etc) and share with appropriate YR Group / Staff via email /TEAMS.
- Create and maintain a regular half termly changeover of key notice board information in Sixth Form Centre to ensure display information is relevant and current for all students.

ADMINISTRATION

- Provide general assistance to the Sixth Form Office Manager as requested and in line with Sixth Form Cyclical Deliverables

- Be able to support the Sixth Form Registration Days following GCSE results day in August
- Support out of hours Sixth Form Events (Freshers, Winter Ball, Prom)

PREFERABLE:

- Undertake First Aid training (First Aid at Work - training to qualify will be provided if needed).

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.
- To assist when possible with extra-curricular activities e.g. Parents evenings, GCSE results days etc

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

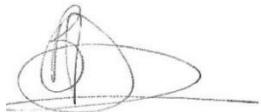
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 23.1.2026

Agreed January 2026