



JOB DESCRIPTION

POST:	SIXTH FORM ADMINISTRATOR : 6th Form Officer	DATE: MAY 2025
REPORTING TO:	Head of Sixth Form	
LOCATION:	ALTRINCHAM GRAMMAR SCHOOL FOR BOYS	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

The Sixth Form Officer works with the Head of Sixth Form to provide a supportive environment for all our Sixth Form students. They are an integral part of an outstanding Sixth Form that prides itself on the relationships, support and experience that we offer our students.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

This is a part time post 9am – 1pm daily (term time plus 8 days over A-Level and GCSE results day). The nature of the tasks will vary depending upon the time of year and the issues involved but they will include:

MAIN ACCOUNTABILITIES	
Aspirations and UCAS	<ul style="list-style-type: none"> • Collecting data from students as to their aspirations, maintaining this data and ensuring that we target our support effectively • Updating our Higher Education timeline and specific advice sheets for Y12 and Y13 • Being our Master Administrator on the UCAS system • Working with UCAS Adviser and Head of Sixth Form to create advice material on University Admissions • Developing own knowledge and experience in advising students on the UCAS system and university admissions • Set up a UCAS progress system and complete checks on common UCAS errors by students • Identify students who are applying for apprenticeships and work with the Head of Sixth Form and Head of Careers to provide support. • Supporting Y14 students (those who have left our Sixth Form) in making UCAS applications
Results day	<ul style="list-style-type: none"> • Liaising with site staff on arrangements for both GCSE and A-Level

	<ul style="list-style-type: none"> • Supporting the Head of Sixth Form on managing the events (this will include identifying students of concern so that appropriate support can be provided) • Providing advice to students and parents where necessary • Generate data analysis in August tracking the destinations of our Sixth Form students • Sharing destinations data with external agencies
Community and Service	<ul style="list-style-type: none"> • Organising, monitoring and evaluating the School's Community Service Programme for the Lower Sixth. • Using the Unifrog system to register our student volunteers • Liaising with local organisations and developing volunteering opportunities for our students • Organising the certification of volunteering • Encouraging and promoting charitable fundraising in the Sixth Form community (for example by facilitating an annual charity event run by the students)
Pastoral and General	<ul style="list-style-type: none"> • Maintaining the sixth Form Calendar and associated Sixth Form documents • Sending communication to parents/carers as required • Developing relationships with and providing support to students in the Sixth Form and communicating any pastoral/safeguarding teams to the Sixth Form team.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

Personal Qualities	<p>Experience</p> <ul style="list-style-type: none"> • Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks. • A willingness to support pupils and staff. • Ability to work as part of a Team, willingness to adapt to a changing environment and meet differing challenges. • Able to offer some flexibility in working hours, where necessary and be available for occasional out of hours work <p>Desirable</p> <ul style="list-style-type: none"> • Experience of designing and producing documents of a professional standard • A good working knowledge of Microsoft Office including Excel • Knowledge of Arbor MIS would be beneficial
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