

School 21 Sixth Form Coordinator

Responsible to:	Head of Sixth Form
Start date:	ASAP
Salary:	Scale 5 Pt 13 £26,298 Full Time
Job purpose:	The role of the Sixth Form Coordinator is to ensure the smooth running of the sixth form and ensure a high standard of administrative and student support. The role requires flexibility to take on different areas of responsibility over time.
Responsibilities	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Oversee and manage the application process and marketing of the sixth form to prospective students and link institutions. This will include oversight of promotional and recruitment activities, liaising with internal and external stakeholders. • Oversee running of internal promotional events and attend external relevant ones where necessary, some of which will require out of hours work for which time off in lieu will be given. • Manage all internal and external communications, including sixth form inbox and social media, and maintain good relationships with key stakeholders. • Manage and maintain accurate records and data for prospective and current students, including SIMS. • Ensure Six 21 website is correct and up to date. • Other day to day sixth form administration where required. <p><u>Post-18 Programme</u></p> <ul style="list-style-type: none"> • Be responsible for, manage and maintain the sixth form careers programme. • Coordinate the sixth form post-18 programme, including arranging and seeking opportunities for students to learn about universities, apprenticeship and career pathways. • Coordinate and develop mentoring opportunities for sixth form students and maintain key relationships. • Liaise with employers, universities and other relevant bodies/people to arrange training for students and staff on statement and application writing. • Assist with the UCAS process as required. <p><u>Other</u></p> <ul style="list-style-type: none"> • Attend relevant strategic and operational meetings. • Provide supervision to students where necessary. • Pastoral support. • Contribute to the overall strategic direction of the school. • Sixth form school duties.

Qualifications & experience	<ul style="list-style-type: none"> • Educated to A-Level or relevant experience
Knowledge & skills	<p>Essential</p> <ul style="list-style-type: none"> • Good communication skills. • Organization skills. • Team player. • Interpersonal communication skills. • Detail oriented. • Positive, can-do attitude. • Flexible. • Ability to prioritize. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Capita SIMS • Admin experience within a school environment • Proficient working knowledge of google drive
Personal qualities	<ul style="list-style-type: none"> • Able to work independently and also within a team • An enthusiastic and approachable nature with the ability to work calmly and professionally under pressure • Able to work flexibly, adopt a “hands on” approach and respond to unplanned situations • Ability and willingness to quickly learn new skills on the job • Attention to detail, adherence to standards and ability to work to deadlines • The ability to develop good working relationships with all members of the School community • Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> ○ Motivation to work with children and young people ○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people ○ Emotional resilience in working with any challenging behaviour ○ Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people