



ST RICHARD REYNOLDS CATHOLIC COLLEGE
ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Mission Statement:

Our Mission is, as a Catholic community rooted in the love of Christ, to help each other to become the person whom God has created us to be.

Our Vision:

St Richard Reynolds Catholic College is a place of learning where our young people come first, but where everyone is loved, listened to, challenged and inspired.

Job Description for Sixth Form Administrator (Non-teaching role)

***Requires two weeks of work outside of term time in August:
(commencing from GCSE results day with any remaining days to be worked
as agreed by Sixth Form Leadership)***

Purpose of the post:

- To actively support and promote the mission and identity of our College.
- To lead on the marketing and promotion of the Sixth Form in order to increase student numbers
- To lead on the planning and execution of Sixth Form Admissions related events, e.g. Sixth Form Open Evening, Sixth Form Induction Days.
- To lead on the administrative aspects of all aspects of the Admissions process, including first six weeks of induction in Year 12, e.g. late admissions, IT, premises, CTF data collation.
- To lead on the streamlining of administrative processes within the Sixth Form.
- To be an active member of the Sixth Form Team working closely with tutors, administrators, Progress Leaders, Head of Sixth Form and Sixth Form Coordinator.
- To work alongside the Head of Sixth Form and Sixth Form Coordinator to develop opportunities which enhance the student experience academically and in terms of personal development.

Leadership and Management

- To work alongside the Head of Sixth Form to deliver existing and new projects which deliver against the aims of the post.
- To collate and analyse strategic data related to applications, admissions, mid-year leavers, destinations and student experience in order to inform decisions about developments within the Sixth Form.
- To review administrative processes and support positive change to ensure greater efficiency.
- Ensure appropriate arrangements for statutory and non-statutory reporting are in place and carried out.

Communication

- Act as an ambassador for the Sixth Form within the wider school community and externally.
- Maintain strong links of communication with key internal and external stakeholders, particularly through the website, written communication and events.
- To be positive with the students and build self belief in them so that they know they can achieve beyond what they see as possible.
- Manage and monitor content for the Sixth Form section of the website.
- Be a positive influence in Sixth Form areas and have a 'can-do' glass half full mentality to the role.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the post holder.

Person Specification

Required

- be an outstanding administrator with a proven track record of delivering excellence
- have experience of helping coordinate the vision and strategy
- have experience of managing effective external and internal relationships with multiple stakeholders
- be passionate about working in a school and with young people

Desirable

- have experience of Admissions processes within a school or Sixth Form
- have experience of line managing staff
- have created marketing materials, particularly using digital media
- have knowledge of assisting with the UCAS process