

MATRIX ACADEMY TRUST
Job Description – Sixth Form PA

Reports to:	Head of Sixth Form
Arrangement:	Full time – 37 Hours Term time only plus 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 3 Spine Points 9-12
Main Purpose:	PA to the Head of Sixth Form ensuring all students achieve highly and secure the best possible futures.
Main Activities:	<ul style="list-style-type: none"> • Be the first point of call for Sixth Form students for support and advice. • Manage the Sixth Form admissions process. • Track students' attendance and punctuality to ensure the safety and success of all students. • Answer the telephone and greet students visiting the office in a timely manner. • Keep Sixth Form records accurate and up-to-date to aid the future development of the Sixth Form. • Make phone calls and write letters to parents to keep them informed of their child's progress. • Create daily notices for Sixth Form tutors and students. • Accurately follow fire drill procedures, taking a lead role for ensuring the safety of Sixth Form students. • Keep an accurate record of the 16-19 Bursary provision. • Ensure all Sixth Form records are filed accurately. • Produce and track Round Robins. • Support with the planning and booking of the Year 13 Prom. • Take minutes during meetings. • Keep stationery well stocked. • Submitting orders to the finance team. • Attend and participate in relevant meetings as required. • To support the Careers Coordinator with duties such as greeting guests for events and ad hoc administrative support where needed.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required • To attend other training courses as required <p>Any other duty as deemed appropriate to the post by the Headteacher.</p>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date:

MATRIX ACADEMY TRUST Person Specification – Sixth Form PA

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
Experience and Knowledge		
Experience of working within a similar administration role	E	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or fast paced environment	D	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).