

Impington Village College Job Description

Post Title	Sixth Form Administrator/Exams
Reporting to:	Assistant Principals, Heads of Sixth Form
Salary:	Scale 4 points 7-11
Working time:	Monday to Friday – 37 hours Term time +2 weeks Flexible working will be considered, and a degree of flexibility from the successful candidate (for example to be able to attend the annual Open Evening) would be desirable
Location:	The normal place of work will be based at Impington Village College Sixth Form Reception
Disclosure Level:	Enhanced DBS

Primary Purpose of the Role

- All IIC correspondence and communication, including Office e-mail, SIMS in touch, telephone response as required with parents, students and staff
- Front IIC Reception using the full range of telephone answering functions
- Communicating, greeting and supporting visitors, parents and students
- Secretarial function for College matters including diary management for key personnel
- Overseeing refreshments for meetings and College functions and managing the IIC parents' evening
- Monitoring daily attendance and sending out attendance correspondence
- Administration of IIC recruitment including schedule of Guidance meetings and maintenance of databases.
- To plan and oversee examination arrangements to support all sixth form candidates.
- Ensure the smooth running of exams for students with access arrangements.
- Assist the with the overall running of the sixth form exams process to ensure that all exams run in accordance with IB, JCQ guidelines and all other regulations.

Key Responsibilities

- To support the Heads of Sixth Form and Director of Pastoral Support and SEND with general administrative duties, such as letters/InTouch communications etc.
- General administrative support – all office matters such as copying, post, letters, ordering supplies and equipment. This list is not exhaustive and may vary.
- Data maintenance – basic record maintenance for all student records
- To support with the organisation and running of key events in the sixth form, such as Coffee Mornings, Open Evening, Taster and Offer Holder Days
- Assist the with the overall running of the sixth form exams process to ensure that all exams run in accordance with IB, JCQ guidelines and all other

regulation – including the administration involved in arranging inclusive access arrangements
Other Responsibilities
• Provide First Aid support – Training will be provided. • Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example • Build positive and professional relationships with Sixth Form students and provide an accessible, reliable first point of contact. • Promote actively and comply with the Trust's and Academy policies and procedures • Ensure all concerns are reported to an appropriate person • Participate in the Trust's appraisal scheme
Safeguarding
• Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies • Undertake regular safeguarding/child protection/adult protection training as required by the Trust • Report any concerns in accordance with the Trust's safeguarding/Child protection policies
This is not a complete statement of all the duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed, the responsibility level of any other duties not exceeding those outlined above.