

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Administrative Assistant (Sixth Form Focus)
CONTRACTED HOURS	37 hours per week, term time plus inset days
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 3 (Scale 4-6)
REPORTING TO	Admin HR Manager / Head of Sixth Form

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To provide high-quality administrative support with a particular focus on the Sixth Form, supporting communication, admissions, marketing, data management and the smooth day-to-day operation of Sixth Form provision. The role will also contribute to the wider administrative functions of the school.

The postholder will support the school's mission of delivering excellence for each and for all by helping create an organised, professional and student-centred environment where young people can thrive.

KEY TASKS & RESPONSIBILITIES

Communication

- Support communication between the Sixth Form, students, families and external stakeholders
- Assist in producing letters, newsletters, promotional materials and other communications
- Respond professionally to enquiries from students, parents and visitors
- Support the organisation and administration of Sixth Form events and activities

Data and MIS Support

- Use and maintain the school's MIS system (Arbor) accurately and efficiently
- Support the collection, input and analysis of student data
- Produce reports and data summaries for leaders and pastoral teams
- Ensure student records and admissions information are accurate and up to date

Marketing and Promotion

- Support the promotion of the Sixth Form both internally and externally
- Assist with advertising events, open evenings and transition activities
- Contribute to social media, website updates and promotional materials where appropriate
- Support the organisation of marketing campaigns and recruitment activities

Admissions Support

- Support the Sixth Form admissions process
- Assist with applications, interviews and enrolment activities
- Communicate effectively with prospective students and families
- Help ensure a positive transition experience for students joining the Sixth Form

General Administrative Duties

- Provide administrative support to the wider school team as required
- Support reception and front-facing duties when necessary
- Assist with filing, record keeping and general office organisation
- Undertake any additional duties as directed by the Headteacher

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
KNOWLEDGE	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organisational skills and attention to detail • Good ICT skills, including Microsoft Office applications • Ability to work independently and as part of a team • Ability to handle confidential information professionally • Experience working in an administrative environment 	<ul style="list-style-type: none"> • Experience of working within a school environment • Experience using Arbor or other MIS systems • Experience supporting marketing or event organisation
<p>The successful candidate will actively support and promote the school's values of:</p> <ul style="list-style-type: none"> • Respect • Resilience • Honesty • Happiness • Confidence • Positivity <p>These values underpin all aspects of school life and help ensure every student is known, valued and supported.</p>	