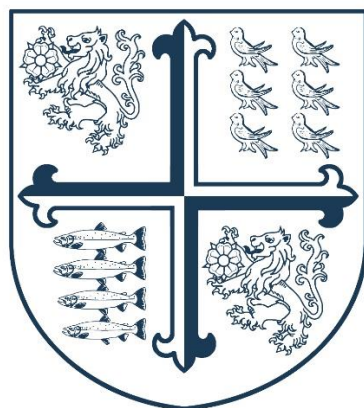


# Bournemouth School



## Information for Applicants

## Administrator (Sixth Form Study Centre)

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



December 2024

Dear Applicant

## **Administrator (Sixth Form Study Centre)**

Thank you for expressing interest in the post of Administrator (Sixth Form Study Centre) at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website ([www.bournemouth-school.org](http://www.bournemouth-school.org)).

The closing date for applications is 9.00 am on **17 December 2024**. If you require any further information regarding the application process or the school, please contact Mrs Clare Brown on 01202 512609 or e-mail [cbrown@bournemouth-school.org](mailto:cbrown@bournemouth-school.org). Please note: we may interview and appoint a suitably qualified applicant before this date.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis  
Headmaster





# Administrator (Sixth Form Study Centre)

## Job Description

### Job Purpose

To provide efficient and effective management of the Sixth Form Study Centre and associated facilities.

To provide administrative and pastoral support for the School ensuring compliance with school requirements.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

#### General:

You are expected to fulfil the requirements of the job description.

#### Reporting to:

Director of Sixth Form

#### Liaising with:

Senior Leadership Team, Curriculum Leaders, Student Support Services, Learning Support and relevant staff with cross-School responsibilities, relevant non-teaching support staff, parents, outside agencies.

#### Hours:

37 hours per week

Usual hours 08.00-4.30pm Monday – Thursday, 08.00-4.00pm Friday

Some flexibility will be required during busy periods, but you should anticipate being expected to work a minimum of 8.30-3.20 pm during term-time (subject to agreement by your line manager).

#### Worked Weeks:

39 weeks (38 weeks term time plus 1 week INSET)

#### Pay Range:

£12.45 to £13.05 per hour

£20,552 to £21,541 (actual salary)

#### Grade:

BS Grade 4.3 – 5.6

#### Disclosure Level:

Enhanced

#### Effective Date:

28<sup>th</sup> November 2024

### Main responsibilities and duties

1. To use School systems to supervise students and monitor attendance in the Sixth Form Study Centre.
2. To ensure the Study Centre is a work focused environment to support the highest levels of achievement within the Sixth Form.
3. To provide administrative support to the sixth form team e.g. data analysis, letters, UCAS, reporting, WRL etc.
4. To maintain the Arbor database for the storage, production of information, statistics and reports associated with detailed pupil records including attendance, achievements, detentions, first aid, etc.
5. To maintain the computerised school attendance registers and provide analysis and reports as required.
6. To ensure detailed analysis is provided systematically to the sixth form team e.g. attendance, achievement, behaviour, etc.
7. To provide a visible, approachable and positive presence for students and staff.
8. To support students e.g. pastoral care, take statements, parental meetings.
9. To assist with preparing students for their next steps.
10. To provide First Aid to students, staff and visitors.
11. To adhere to School policies e.g. Data Protection.

#### Other:

1. To contribute to the overall ethos, work and aims of the school.
2. To maintain confidentiality
3. To support students with facilities e.g. uniform spares, equipment, lost property, homework support etc.
4. Comply with the policies of the Academy and all relevant statutory requirements, Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
5. It is expected that the team will support each other at all times and duties will therefore be varied and interchangeable.
6. Other areas of work commensurate with the purpose of the post.

#### Knowledge and skills:

Relevant experience of office work including databases and analysis of data.

Should have a minimum of 5 A\*-C GCSEs (or equivalent) including English and Mathematics.

#### Supervision and management:

The postholder will often be required to work without direct supervision. Works under direction of Director of Sixth Form.

**Problem solving and creativity:**

To deal with changing and conflicting deadlines and frequent interruptions to work and allocation of work.

**Key contacts and relationships:**

Daily contact by telephone/face to face/email/post with prospective parents, students, feeder schools, staff, the local authority and visitors to the school.

**Decision making:**

Works to deadlines.

Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.

**Resources:**

General office equipment (e.g. computer, photocopier, post/franking machine and telephone).

**Working environment:**

Working in a busy office with frequent use of IT equipment. Frequent interruptions.

Restricted space.

Large secondary school with 1200 pupils and 150 staff.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

**Job description prepared by:** Katie Ateaque  
**Designation:** Deputy Headteacher  
**Date:** November 2024

# LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

