

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

**Job Description
6th Form Administrator & First Aider**

Post Title	6 th Form Administrator & First Aider
Postholder	
Reporting to	Director of Sixth Form
Purpose of the job	<ul style="list-style-type: none"> • To assist the sixth form team with administration • Provide first aid
Specific responsibilities of the post to include:	<p>To assist the Director of 6th form and 6th Form Team:</p> <ol style="list-style-type: none"> 1. provide First aid. 2. effective, timely and proactive administration support for 6th form communication with parents, students, teachers and other staff. 3. administrative support for the UCAS programme, apprenticeship schemes, work experience, MCS Scholarship, Med Soc, and tutor programme. 4. effective administration of the 6th form attendance. 5. administration e.g. for events including Extended Learning Days, celebrations, results days and other areas as appropriate. 6. assist with admin tasks as necessary, as requested by the line manager 7. to distribute internal mail and sign in visitors, as required
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Essential criteria	<ol style="list-style-type: none"> 1. GCSE level or equivalent of literacy and numeracy 2. Competent IT and keyboard skills 3. Good communication skills and an ability to build effective professional relationships. 4. Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties. 5. Ability to follow instructions and complete tasks. 6. Appropriate level of data protection, security and confidentiality awareness 7. Willingness to undertake appropriate training

Desirable criteria	1. Relevant experience working in a school or similar setting.
Personal Qualities; the post-holder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to team work within all aspects of the school 3. Proactive in terms of furthering their knowledge and skills 4. Punctual for all commitments 5. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed

.....Post holder

.....Line Manager

.....Date