

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Sixth Form Operations Co-ordinator

Postholder

Salary Grade E, Scale Point 9 (£19,803 actual gross per annum)

Contractual Weeks Term Time plus two additional weeks

Contractual Hours 30 hours per week, 8.30am to 3.00pm - Monday to Friday inclusive,
less a 30 minute unpaid break each working day

KEY ROLE AND RESPONSIBILITIES

To undertake key administrative services in support of the wider Sixth Form Team and Office. Reporting to the Sixth Form Office Manager.

MAIN DUTIES

- Sixth Form Office first point of contact for students / Parents & Carers (ensuring all SG protocols are fully met and acted on in a timely manner).
- Execution of Sixth Form Admissions Process Administration to include; input to shaping marketing and retention strategy decisions, organisation of key Admissions events (i.e. Open Evening, YR11 Taster Day, Sixth Form Interviews and Welcome Morning).
- Support Sixth Form Registration following GCSE Results Day and ensure all onboarding administration is completed ahead of the new academic year commencing.
- Co-ordination of required administration for annual key Sixth Form events incl Freshers, YMCA Sleep Easy, YR13 Certificate Evening and YR13 Leavers Day & Prom.
- Co-ordination of YR12 Work Experience Program.
- Supporting Sixth Form Administrator to ensure timely and effective delivery of the KS5 Student Finance Bursary.

ADDITIONAL TASKS

- Act as back up for Sixth Form Attendance to ensure that electronic attendance is maintained and updated accurately on SIMS/Arbor.
- Support out of hours Sixth Form Events (Freshers, Prom, YR13 Certificate Evening, Parents Evening) where needed (additional hours worked to be offset against Term Time + arrangement).
- Ad-hoc requests from Head of Sixth Form in support of delivering a seamless KS5 student provision.
- Provide general assistance to the Sixth Form Leadership team as requested and in line with Sixth Form Cyclical Deliverables (provided with JD).

PREFERABLE

- Undertake First Aid training (First Aid at Work - training to qualify will be provided if needed).

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and mission statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

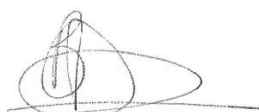
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 9.12.2025

Agreed: December 2025

Review: