

Associated Sixth Form - Administrative Assistant Job Description & Person Specification Band 5 - 21 Hours Term time only (plus 1 week)

St Aidan's and St John Fisher Associated Sixth Form consists of around 1000 students, based in two 11-18 schools, with over 600 based at St Aidan's. We are seeking to appoint an Administrative Assistant to work within the Sixth Form Office at St Aidan's. The Administrative Assistant will join a team providing administrative support for the Head of Sixth Form and Senior Tutors at St Aidan's. The Sixth Form Office is a busy working environment and the successful candidate will need to deal calmly and efficiently with a wide range of tasks and enquiries from teaching staff, parents and students.

The post is for 21 hours per week: Monday and Friday 9.00 am until 1.30 pm and Tuesday to Thursday 9.00 am until 1.00 pm, term time only including training days plus one week during the school holidays.

There could be some flexibility around this working pattern.

The principle duties include:

- Answering the telephone
- UCAS (university applications) processing and checking
- Preparing letters as needed by departments / pastoral staff
- Assisting with student admissions
- Assisting with maintenance of student record information on the Sixth Form MIS
- Assisting with the production of student reports and grade reviews
- Assisting with student attendance data
- Transfer of internal post between St Aidan's and St John Fisher Sixth Form Offices
- Updating manual payments onto ParentPay
- General office duties including answering enquiries from students and parents
- Assisting with the maintenance of student records on school MIS system

Person Specification

1 Experience and skills

- Previous office administration experience
- Knowledge of Microsoft Office including Word and Excel
- An ability to accurately proof read
- Excellent communication skills: ability to communicate with different groups of people including students, parents, staff and outside agencies
- Excellent customer service skills and the ability to understand the needs of students, staff, parents and carers
- Excellent organisational and time management skills and the ability to prioritise work
- Ability to work on own initiative as well as part of a wider team
- Working knowledge of SIMS and Bromcom or similar school Management Information System would be desirable

2 Personal

- Self-motivated and proactive
- Adaptable, willing and flexible
- Conscientious and dependable
- Calm, organised and methodical
- Enthusiastic, ambitious and hard working

If you would like further information please contact Helen Hendry, Associated Sixth Form Administrator, on 01423 818506 or email associatedsixthform@staidans.co.uk