

St Aidan's Church of England High School

Associated Sixth Form - Administrative Assistant Job Description

Grade D

St Aidan's and St John Fisher Associated Sixth Form consists of around 1000 students, based in two 11-18 schools, with over 600 students based at St Aidan's. The Administrative Assistant works as part of the Sixth Form Office team based at St Aidan's providing administrative support for the Director of Sixth Form and Senior Tutors at St Aidan's. The Sixth Form Office is a busy working environment and the Administrative Assistant will need to deal calmly and efficiently with a wide range of tasks and enquiries from teaching staff, parents and students.

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 School 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
- Other administrative duties as required and as commensurate with the grade

Person Specification

Experience and skills

- Previous office administration experience
- Knowledge of Microsoft Office including Word and Excel
- An ability to accurately proofread
- 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 Bromcom or similar school Management Information System would be desirable
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Personal

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