

Administrative Assistant (Assessment & Reports) - Job Description

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| Salary | Grade D, points 4-6 |
| Location | St. Aidan's CE High School |
| Contractual basis | Permanent, 21 hours per week TTO plus 2 weeks NJC pay and conditions |
| Responsible to | Sixth Form Administrator |

Overall Purpose of the Job

The 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 of this role relate to ensuring assessment information is collected and reports are communicated with parents / carers.

Areas of Accountability

- Assessments and progress reviews across all year groups
- Liaise with staff to ensure communication around grades to Parents and Students is timely
- Supporting the Sixth Form Admin Team with attendance, admissions, UCAS, upkeep of MIS, answering the phone, general administration as required
- Producing and collating returns from students such as Learning Agreements, IT Agreements and other similar returns
- Securing ID photos from students and arranging ID cards
- Producing newcomers packs and the contents therein
- Bursary administration for sixth form students and payment liaising with the Finance Department
- Support on Open Days, Induction Days, Information Evenings, Enrolment Days, Exam Results Days, Certificate Presentations and other events that are arranged
- Coding student attendance for exams
- Any other administrative duties as required as commensurate with the grade

Knowledge and Understanding

- Previous office administration experience, preferably within an educational environment
- 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 Arbor or similar school Management Information System would be desirable
- Safeguarding - understand that safeguarding is the responsibility of all staff working in the schools. It is essential to complete, (where appropriate), and remain fully up to date with all relevant training

Personal

- Self-motivated and proactive
- Adaptable, willing, and flexible
- Conscientious and dependable
- Calm, organised and methodical
- Enthusiastic, ambitious, and hard working
- Ability to understand and maintain appropriate relationships and personal boundaries with children and young people

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[July 2024]