

Admin Assistant

Salary Grade: UKAT Band B
Hours: 37 hours per week / Term time only
Responsible to: Vice Principal Post 16
Responsible for: n/a

Purpose and Vision

To work flexibly across all academies within the Trust, delivering a high quality and efficient administrative service to the UKAT Sixth Form. To act as the central contact point for the Sixth Form, dealing with initial queries and escalating to the Sixth Form support team as appropriate.

Key responsibilities

- Allocate time effectively to offer balanced support for both hub schools
- Manage, plan and co-ordinate (using the relevant systems) the administration of the department to include;
 - Using BROMCOM for student records, new admissions, to track attendance, punctuality and academic progress and produce reports (as scheduled)
 - Providing the Student Support Advisors with accurate and updated attendance information
 - Enrolment/recruitment systems
- Communicate key information via the weekly bulletin
- Support the Vice Principal in communications with students, parents and external agencies as required, including acting as a PA
- Be the first point of contact with students, parents and external agencies, including the taking of Sixth Form student absence calls
- Administer Post 16 interviews and induction process, including supporting relevant Open Events.
- Undertake routine administration and photocopying for the Sixth Form
- Create and maintain materials for the Sixth Form teaching standards profile, Quality Improvement plans/self-assessments, Ofsted inspection materials etc
- Manage all associated filing including overseeing, archiving and retention of 6th form student records.
- Liaise appropriately with other departments and persons regarding all relevant administrative issues (e.g., exams officers, MIS manager)
- To administer Sixth Form events such as open evening, awards evening and other similar events as required.
- To administer the 16-19 Bursary, record keeping and liaison with the Finance Department
- Administer the attendance tracking systems used by the sixth form to ensure accurate and legal record keeping
- Undertake other reasonable duties as directed by the Vice Principal or Assistant Principals

Organisational Citizenship

- To participate in the whole staff performance management process.
- Displace civic virtue and act as a role model for all stakeholders.
- To always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people

Attribute	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general education including 5+ A* - C grades at GCSE or equivalent including English language and Maths or certified accreditation. • High-level competencies in word processing, spreadsheets, desktop publishing and databases. • Notation skills 	<ul style="list-style-type: none"> • Evidence and a track record ongoing training and development • ICT qualifications
Experience	<ul style="list-style-type: none"> • Clerical/Admin work • Experience in administration • Working as part of a team. • Evidence of ability to analyse and interpret data 	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Flexible positive person • Able to build positive and maintain good relationships with all colleagues and stakeholders. • Good communication and interpersonal skills • Good verbal, written and presentational skill. • Ability to problem solve • Ability to take the Initiative • Able to work independently/on own initiative and as part of a team • Good ICT skills using Office Suite • Customer focused • High expectations of oneself and others • Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines. • Personal integrity, commitment to fairness and equity. • Ability to empathise • Ability to give sensitive constructive feedback • Excellent interpersonal skills and ability to communicate well • Ability to demonstrate and promote positive values, attitudes and behaviour • Demonstrable experience of excellent organisational skills • Ability to relate well to young people and adults 	
General	<ul style="list-style-type: none"> • Willing to work negotiated flexible hours as appropriate • Commitment to the development of the academy and the specialisms 	