



## Job Description and Person Specification

<b>Job Title:</b>	Administrative Assistant
<b>Responsible to:</b>	Office Manager
<b>Core Job Purpose:</b>	To provide a range of highly efficient and effective administrative duties ensuring the Sixth Form systems are well organised, expertly delivered, provide exceptional quality and are very effective in supporting the Sixth Form processes.

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This main activities and responsibilities are to:

- 1.1 Input, maintain and manipulate relevant data using the Sixth Form's Information and Recording systems, producing documents, reports and correspondence as required.
- 1.2 Produce well laid out and accurate emails, letters, documents and reports for internal and external use.
- 1.3 Maintain accurate records and well organised, comprehensive online and physical filing systems.
- 1.4 Copy, collate and distribute documentation to relevant personnel.
- 1.5 Deal with electronic communications including physical correspondence and telephone calls with prospective students and their parents/carers so that emails, text messages and documents are handled properly and efficiently.
- 1.6 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the Sixth Form.
- 1.7 Word process letters and documents for internal and external use.
- 1.8 Use computer functions and packages such as PowerPoint, Excel and Office 365 apps expertly as required.
- 1.9 Support and contribute to a range of administrative functions as required.
- 1.10 Taking part in professional development activities including appraisal.
- 1.11 Promote equal opportunities for students and staff.
- 1.12 Undertake other tasks as required by the Office Manager, Deputy Principal or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint as well as apps within Office 365 such as Teams, Forms and SharePoint.
- 2.4 The ability to work with and manipulate data for a range of purposes
- 2.5 The ability to complete tasks independently within agreed timescales.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 A good confident telephone manner and strong oral and written communication skills.
- 2.9 The ability to work effectively in a team and with a range of people.
- 2.10 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.12 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.