



## Our Lady of Walsingham Catholic Multi Academy Trust

### Administrative Assistant to the Head of Sixth form

<b>Hours:</b>	32 hours per week term time only, Monday to Friday. Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider.
<b>Salary Scale:</b>	Point 5 £19,650 FTE.
<b>Location:</b>	Based at St Alban's Sixth Form, Ipswich
<b>Term:</b>	18 months fixed term apprenticeship contract.
<b>Reporting to:</b>	The Head of Sixth Form

#### Purpose of Role:

- To provide administrative support to the Assistant Headteacher for the smooth running of the Sixth Form.
- To support the work of the Head and Deputy Head of Sixth form.
- To act as an ambassador for the Trust and Sixth form and embody its value, vision and ethos in all interactions.

#### Duties and responsibilities

To satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the Assistant Headteacher.

#### Administration

- To support the day-to-day administration necessary to run the Sixth Form
- To undertake booking of meetings for staff and students
- To support filing and archiving tasks
- Send out documents and letters to a variety of stakeholders.
- Take minutes of formal and informal meetings as required.
- To produce and collate documents for meetings and ensure deadlines are maintained including the annual census data.
- To support day to day activities by collating and circulating materials and schedules
- Maintain an overview of Sixth form documentation including application forms and policies.

- Provide general administrative support as needed.
- Update manual and computerised record/information systems.
- Carry out filing, printing and photocopying.
- Book training courses and educational visits
- Assist with organisig meetings and events, in person and remotely, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the Trust’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.

### **Communication**

- Write and send email responses that are professional and uphold the Trust’s vision and values.
- Assist with updating the Sixth form website, including the publication of Trust Policies.
- Liaise with key personnel, particularly with local High Schools.
- Liaise with relevant staff regarding internal and external Trust communications via appropriate media eg newsletters, staff bulletins, press releases, social media posts etc.
- Liaise with relevant staff with regards to assisting with marketing and promoting the Sixth Form.

### **Other areas of responsibility**

- To support the furtherance of the Sixth Form vision.
- Read and follow all relevant Trust policies.
- Undertake all identified training required to develop in the role including Safeguarding training.
- Ensure all duties and responsibilities are undertaken in line with the school’s Health and Safety policy.
- Contribute to the safety and wellbeing of children and young people within the Trust and protect them from harm.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths A –C (4-9 equivalent)</li> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> <li>• Current driving license</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>