JOB DESCRIPTION

Job Title: Administrative Assistant

Salary: £15,000 to £18,000 reduced pro rata to 0.9 (depending on skills and experience)

Accountable to: Principal

Reports to: Director of Operations

Key Purpose:

A member of the UTC's support staff team, responsible for the efficient and effective organisation and administration of the UTC. Providing high quality service and clerical support to staff, students and visitors as appropriate.

Main Roles and Responsibilities:

- Provide administrative and clerical support under the direction of the Director of Operations

- Reception duties, including answering the telephone, dealing with internal and external calls, welcoming visitors and dealing with parents, pupils and staff queries

- Accurately inputting and retrieving data from the UTC's database ensuring that we have correct, accurate and full information on all students, staff and UTC users

- Enter student attendance information and follow up absences and late arrivals and collections where appropriate

- Assist with the preparations and running of UTC events, including attending as required

- Using Microsoft Office (e.g. Word/Excel etc.) to produce appropriate documents and/or spreadsheets

- Assisting with reprographic and postal duties

- Ensuring all tasks are completed effectively and efficiently in a timely manner

- Maintain a high degree of confidentiality with regards to issues concerning members of staff and students. Responding with tact, sensitivity and awareness to students and parents in relation to duties undertaken

- Comply with UTC requirements regarding security arrangements and reporting

- Such other duties as may reasonably be required at the level of the post