

FELSTED **JOB DESCRIPTION**

TITLE: Administration Assistant

ACCOUNTABLE TO: Head of Admissions

ACCOUNTABLE FOR: None

JOB PURPOSE:

The Administration Assistant is an essential member of the External Relations Team. The role ensures that the work of the office runs efficiently and effectively, primarily but not exclusively by supporting and facilitating the key processes required to support our overall admissions strategy. The workload is varied and demanding, particularly at key recruitment periods and contributes to the achievement of our overall targets.

PRINCIPAL ACCOUNTABILITIES:

- To manage incoming phone calls
- Data input
- Exam preparation for all entry points, to include making folders, badges, copying papers
- Assist with preparation for external Taster Days across the school
- Departmental filing
- Liaison with feeder schools regarding reports and child protection records
- Order stationery as and when required
- Any other reasonable ad-hoc duties as requested

SKILLS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL:

1. An exceptional telephone manner and communication skills
2. Ability to work as part of a team or on own initiative
3. Ability to remain calm under pressure and find solutions to problems
4. Good attention to detail and proof reading skills
5. Good ICT skills - computer literate, ability to type accurately and thorough knowledge of Microsoft Office
6. Excellent administrative skills
7. Smart appearance/professional predisposition
8. Good sense of humour.

Desirable:

9. Previous experience of working in an Admissions Office
10. Previous experience of working within an educational environment
11. Knowledge of Google Drive advantageous, but not essential

REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

TERMS OF EMPLOYMENT

- Term-time only (34 weeks per year)
- Thursdays from 9:00am to 3:30pm (half hour unpaid lunch break)
- Six hours per week on a Thursday
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.

Signed: _____ Date: _____