



Park House School

Administrative Assistant – Student Services & Sixth Form

Job Description:

Working as part of a team and assisting with general office duties to ensure the smooth running of the school administration department.

Duties and Responsibilities:

- Routine administration including typing, handling telephone queries, data input, data processing, assisting with hospitality requests, reprographics and archiving. To be aware of and work within school policies and procedures;
- Provide administrative support to the Site Manager, Careers Administration as well as providing cover for the Attendance Officer, Receptionist and Nurse when absent;
- Support the co-ordination of site bookings;
- Handling student enquiries;
- Assist with project work, for example Parents' Evenings, Open Evenings and Year 11 Prize Giving;
- Co-ordination of Years 7 – 11 Prize Giving;
- Co-ordination of Agora online payments;
- Co-ordination of student lockers;
- Co-ordination of school photos;
- Co-ordination of leavers' hoodies;
- Provide cover for key administrative support roles in the case of absence;
- Student support; allocation and maintenance of lockers, administration of student files, filing student statements, mid-term transfers, sale of second hand uniform and assistance with hoodies/prom;
- Enter registers on to SIMS;
- Archiving;
- Carry out any other duties as identified by the Principal commensurate with the grading and level of responsibility of the post.

Sixth Form Responsibilities:

- Data input and maintenance for Years 12-13 student files in SIMS;
- Distribution and collating bursary information;
- Monitoring of Sixth Form attendance, maintaining records of absence and contacting home when students are absent;
- Collating information for Sixth Form letters and the prospectus;
- Organisation of Sixth Form Presentation Evening/Prize Giving;
- Organisation of Sixth Form Open Evening;
- Book transport and collect money/arrange Parentpay for trips;

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- Attendance at Open Evenings, Prom, Induction Evening, GCE/GCSE/A Level Results Days and Presentation Evenings;
- Organisation of senior student interviews;
- Organisation of lockers and gate key cards for Sixth Form students;
- Requisition of academic records for students joining the Sixth Form from other locations;
- Organisation of Sixth Form Parents' Evenings;
- Liaison with external provider regarding social media posts;
- Organisation of meetings for the Heads of Years 12 & 13;
- Supporting the admissions process to Sixth Form by arranging meetings for Head of Year 12;
- Preparation of weekly attendance data for tutors;
- Support the organization of UCAS paperwork with the Head of Year 13.

November 2021

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Person Specification		
	Essential	Desirable
Education and experience	<ul style="list-style-type: none"> Good literacy and numeracy skills. Proficient in Microsoft Office products, particularly Word, Excel and Power Point. 	<ul style="list-style-type: none"> Knowledge of SIMS database.
Knowledge, abilities, skills and experience	<ul style="list-style-type: none"> Good communication skills both verbal and written. Conscientious with good attention to detail. Ability to liaise effectively with colleagues. Able to think creatively and problem solve. 	<ul style="list-style-type: none"> Awareness of safeguarding, child protection and bullying issues.
Personal characteristics	<ul style="list-style-type: none"> Ability to work unsupervised. Must be a team player. Flexible approach to task in hand. Willing to undertake training as required. 	
Other requirements	<ul style="list-style-type: none"> Suitability to work with children. Must be patient and resilient. Good sense of humour. Understanding of the School's ethos and values. 	<ul style="list-style-type: none"> Driving licence with own transport.

Reporting to:	School Office Manager
Salary:	Grade B £17,842 - £18,562 FTE. Actual salary for the role will be pro rata.
Hours:	Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm 37 hours per week, term time plus 5 days in school holidays and all INSET days.

Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will therefore be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.

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