

WILMINGTON GRAMMAR SCHOOL FOR GIRLS

Parsons Lane Wilmington Kent DA2 7BB

Telephone: 01322 226351

**Job Description**

Job Title Temporary Administrative Assistant

Starting Salary Kent Range 4 £18,761

Hours of work Full Time 37 hours per week

Responsible to: Head of WG6

**Overall Job Purpose**

To provide administrative support in a busy school office whose main aim is to support the running of WGSG and WG6 (Sixth Form)

**Main Duties and Responsibilities**

* Provide administrative support to the Head of WG6 and their team.
* Data analysis to assist with student tracking
* Administrative support for Student Leaders Accreditation/ Post 16 Bursary/Parents Evening/HE Conventions
* Assist with UCAS process
* Student/Parent Liaison
* Assist with the admissions and induction programme for new WG6 students
* Assist in the general administrative support for teaching staff with reprographics/correspondence and general admin duties shared across the administrative team

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be an exhaustive list of all duties performed. It is envisaged that this role will evolve over time in line with the development of the School. It may be subject to modification after consultation with the post-holder.