

# General Administrative Assistant

School:	Lycée International de Londres Winston Churchill	Posted:	16th April 2024
Location:	54 Forty Lane, Wembley, London, Greater London HA9 9LY	Expires:	28th May 2024 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	Commensurate with experience	Job ID:	1415270
Hours:	Part Time		



Lycée International de Londres  
Winston Churchill

## Contract details

To start immediately

Part-time (25 hours/week)

5.6 weeks annual leave

The successful candidate for this position must already have the right to work in the UK.

## Overview

You will have an overview of the Secondary school in this role by managing the following tasks:

- Assist with the daily administrative tasks and ad hoc duties to support the team and broader school community
- Support students in navigating the university application process on national and international platforms
- Support students in sharing events, webinars and work experience opportunities
- Review application files before sending them to the universities and follow up
- Facilitate meetings between students, parents, and the careers team
- Monitor, collect and summarise university offers and destination data for internal and external communication
- Prepare documentation and data for internal reports and various surveys
- Assist with the organisation of Careers events / presentations throughout the year, including visits to universities
- Manage and supervise the Student Careers Team, providing guidance and support
- Update any information related to Careers on the school's various channels of communication
- Assist in preparation of presentations and materials for internal and external use
- Maintain student databases and key information for each cohort

## Why work with us?

- An international school 'Outstanding' in Personal development, behaviour & welfare, and Sixth form provision, where you will join a very strong team of highly qualified and experienced teaching and support team
- A welcoming and innovative environment in which to grow
- A vibrant location, easily accessible by Underground
- Generous reward and benefit package (see below)

## Benefits

We can offer you a range of benefits, including:

- £26-28,000 Full-time equivalent = £19,288-20,722 pro-rated for this part-time role
- Additional annual leave
- Free 3-course meal cooked fresh in our kitchen everyday, during term time
- Fantastic work spaces and resources
- Professional development opportunities (internal and external)
- 70% contribution to Cash Health Plan
- Cycle to work scheme
- Free hot drinks throughout the day
- Social events and staff parties
- Contribution towards language classes (French or English)
- Discount at local businesses including Wembley Costa and Wembley Leisure Centre
- Free access to Financial Times online and other online resources
- Free Headspace account for staff
- Annual flu jab

## What we are looking for

- BA / BSc minimum
- Team player
- Great organisational skills with high attention to detail
- IT skilled (Google Suite including Google slide / Google Sheets skills critical)
- Great customer service
- Excellent communication skills
- Approachable and problem-solver
- Ability to work independently / show initiative
- English native-level spoken and written
- French is appreciated
- Good with numbers with analytical skills
- Ability to multitask effectively and prioritise workload
- Capability of reviewing processes to improve the organisation of the team

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the Lycée International de Londres. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the Lycée.

**Safeguarding Statement:**

Lycée International de Londres Winston Churchill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months since the age of 18.

Lycée International de Londres Winston Churchill is an equal opportunities employer.