



ADMINISTRATIVE ASSISTANT

(Work Experience and Future Pathways Administrator)

SALARY AND HOURS OF WORK

Scale C/D, Points 3-5

Actual Salary: £18,445.00 - £19,121.00 gross per annum

37.5 hours per week – 8.00am-4.00pm Monday to Friday – ½ an hour lunch break per day

40 working weeks per year – term-time plus 5 training days plus 5 additional days throughout the holidays

RESPONSIBLE TO

- Head of Careers and Employability

GENERAL

- The Work Experience Support and Future Pathways Administrator is part of the team responsible for the provision of a general administrative service within the school. The postholder will support and work primarily with the Head of Careers and Employability.

MAIN DUTIES

Co-ordinate Work Experience programme and administer the UCAS application process.

Work Experience

- Implement and develop the database for student access for placements.
- To create, develop and foster relationships with partner agencies regarding work placement opportunities.
- To support the co-ordination and application of work placements for all students in year 10 and 12.
- Produce work experience reports as required.
- To act as the main point of contact with work experience 'employers' prior to and during work experience.
- To support the Head of Careers and Employability to launch the work experience programme.
- To supervise students' integration into work experience placements including providing support if problems arise.

UCAS

- Assist with the administration and processing of students University applications (UCAS) in co-ordination with the Data Manager, Head of Year (Academic 6th form) and Key Stage Manager for 6th form.
- To liaise closely with staff to ensure UCAS references are completed in a timely manner.

Reprographics

- The provision of a general photocopying and printing service.
- The production of letters, brochures, posters, booklets etc. including collating, laminating and binding as required and the circulation there of.
- Ensuring that all photocopiers/printers are kept supplied with paper as required.
- Maintenance of adequate stationery stocks to ensure efficient provision of the reprographics service.
- Maintain log of photocopying/printing work by departments completed by reprographics to ensure correct budgeting by School Business Manager.

General

- Undertake other administrative tasks as required.

**Personal Specification**

Attribute	Essential	Desirable
PROFESSIONAL		
Numerate/literate to GCSE (grade A*-C) standard or equivalent	✓	
Advanced skills within Microsoft Word	✓	
Advanced skills within Microsoft Excel	✓	
Advanced skills within Microsoft Outlook	✓	
Highly professional telephone manner	✓	
Accurate keyboard skills	✓	
IT Skills / Microsoft Office qualification		✓
Strong communication and interpersonal skills	✓	
Experience of office environment and office administration	✓	
Knowledge of SIMS (Schools Information Management System)		✓
Creative and professional approach to tasks	✓	
Technical/logical work method	✓	
PERSONAL		
Discreet, confidential and trustworthy	✓	
Professional attitude	✓	
Proactive and able to use initiative	✓	
Strong interpersonal and communication skills	✓	
Ability to work effectively and calm under pressure	✓	
Strong team player, being aware and supportive of colleagues	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people	✓	
Ability to use initiative	✓	
Commitment to the school	✓	
Enthusiastic and keen to embrace new opportunities	✓	