

Towers School and Sixth Form Centre



Job Description: Student Administration Assistant

Pay Grade : KR3 pro rata

RESPONSIBLE TO: Admin/Senior Attendance Officer

Hours: 37 hrs pw 8am - 4pm - Term time only (38 wks pa)

Purpose of the Job:

The Student Administration Assistant will offer support for students on school site and those new to the school.

Duties and responsibilities

To undertake any duties and responsibilities relating to the effective and efficient running of the School. This will include:

Student Reception

- To answering calls and emails from parents/carers/outside agencies
- Acting as a point of contact for Students
- To assist students with stationary and uniform needs.
- To plan meeting for students and welfare managers
- To sign students in and out of school and confirm reasons, updating relevant systems (Training will be given).
- Organising external bookings with outside agencies

Administration

- Note taking – briefing/statements from students
- Logging incidents on Arbor the schools MIS (Management Information System)
- Organising student files when needed
- Ordering stationery
- Logging of Welfare updates
- Assisting with New student admissions

Other Duties and responsibilities

- Cover lunch breaks for First Aid on a rota basis
- Trips

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Person Specification: Student Administration Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ2 or equivalent
SKILLS AND ABILITIES	Excellent communication skills. Excellent ICT skills. Excellent organisational skills. Excellent inter-personal skills. Patience and a calm manner. Flexibility. Reliability.