

Job Description

Senior School Administrative Assistant

Effective Date:	2023-24 (Revised Annually)
Job Level:	Local Hire Position
Responsible to:	PA to Head of Senior School
Supervisory Responsibility:	N/A
Working Hours:	7.15am to 3.00pm (on occasion be available to work outside core hours). There is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year. In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration
Annual Leave:	Annual leave to be taken during school holidays. You are contracted to work 187 working school days, incl. all 7 INSET days and in addition one week prior to the summer INSET.

Main Purpose of the Job

To provide full, confidential administrative support to the Head of Senior School as well as the Sixth Form team.

Duties and Responsibilities

General

- As delegated by the PA to the Head of Senior School, provide administration support for the Head of Sixth Form and the Sixth form tutors.
- Create and maintain student files, and archive old files.
- Organise meetings between the Head of Sixth Form/Year 12/13 Leader and parents.
- Assist with the input, analysis and preparation of Sixth Form data.

Universities and Colleges Admissions Service (UCAS) and Careers

- Assist with the production of letters and other communication, including student transcripts references and Universities and Colleges Admissions Service (UCAS) Applications processing, as well as other university applications as directed by the Head of Sixth Form and Year 12/13 Leader.
- Support the Head of Sixth Form and Sixth Form students, with UCAS and any other university applications.
- Conduct research into universities' admissions requirements (if required) and gather information.
- Track student destinations and publish details.

- Manage and organise the Careers and Further and Higher Education resources in the Sixth Form Study room/Library.
- Create and maintain clear documentation e.g. careers booklet, Oxbridge guidance etc.
- Display careers information around the school (e.g. in the school library, Sixth Form Centre).
- To manage the Unifrog system and be responsible for ensuring that students and teachers in the senior school are provided with login information.
- Create a database of a network of useful business and community contacts.

Events Management

- Assist with the organisation of events within the Sixth Form (e.g. Enrolment Day, Parent Information Evenings, Teaching and Learning Evenings, Open Evenings, Parents' Evenings, Prom and Graduation, Careers Fair etc.).
- Arrange visits from UK and non-UK universities.
- Arrange lectures and presentations by outside speakers.
- Any other duties as assigned by the PA to the Head of Senior School.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Person Specification

Factors	Essential Criteria
Educational and Training	<ul style="list-style-type: none"> ● Degree qualified ● Strong Administration experience ● Previous experience working as a Secretary/ PA is desirable.
Skills and Knowledge	<ul style="list-style-type: none"> ● Excellent administration and organisation skills ● Strong interpersonal and communications skills ● Accuracy and excellent attention to detail. The desire and ability to take ownership of tasks and see them finished on time and to a high standard ● Working knowledge of Microsoft office including Google suite ● Fluent in English; reading, speaking and writing. ● Time-management skills and the ability to work under pressure
Competencies	<ul style="list-style-type: none"> ● Strong communicator with a warm, friendly and approachable personality ● Strong administration and organisational skills ● Energetic, motivated and enthusiastic ● Professionally discreet and able to respect confidentiality ● Ability to use own initiative and work well as a member of a team ● Commitment to safeguarding and promoting the welfare of children and young people ● A flexible, target-driven, proactive approach.
Special Circumstances	<ul style="list-style-type: none"> ● Willingness to work outside normal office hours on occasion.