



Administration Assistant Job Specification

This is a newly created post, whose principal role will be as Exams Office Assistant. The amount of time spent weekly will vary according to the time of year and particular demands in that area. The post is full time, although start and finish times can be negotiated.

Exams Officer Assistant – 60%

- Provide administrative and organisational assistance to the Examinations Officer
- Word processing of letters / reports as required to high levels of accuracy and good presentation
- In the absence of the Examinations Officer, take responsibility for issue concerned with the smooth running of exams, together with examinations invigilators
- Any other duties and responsibilities as may be determined by the Examinations Officer and the line manager for examinations

Sixth Form Pastoral Care Assistant – 20%

- Administrative support for Assistant Headteacher (14-19) and SOGVIP (Sixth Form Partnership)
- Creation of letters / arranging post to parents
- Supporting monitoring of attendance and punctuality, contacting parents if concerns arise
- Reprographics
- Arranging appointments with students for Assistant Head

Work Experience Administrator – 7.5%

- Work with Form Tutors, Head of Year, Careers Advisor, Personal Education tutors and students to obtain work placements
- Assist students who have difficulty in obtaining placements with the use of information available
- Co-ordinate Health and Safety forms between students and Health & Safety providers.

- Keep parents up-to-date with work experience provision for students.

School Trips & Cash Collections Administrator – 7.5%

- Collect and Record Money for School Trips, collation of trip forms, passports, etc.
- Collection of money for school events, e.g. concerts.
- School Fund administration

Finance Office Assistance – 5%

Various administrative duties as required by the Finance Office

First Aider (full training will be given if required)

- Administer First Aid to students and staff as required, and record details, contact parents, etc.

This Job Description sets out the main duties of the post at the date it was drawn up. As a new post, regular reviews of the job description will be carried out throughout the year.