



## **Gordon's School**

### **Administrator (Sixth Form) – Job description**

Reports to: Student Services Manager  
Hours: 8.30am to 12.30pm Monday to Friday, term time only  
Salary: £8,000 per annum

Due to the expansion of our Sixth Form we are looking for someone to provide basic administrative support to our Student Services Manager.

#### **Main Purpose of the Job**

To provide administrative support to the Sixth Form and assist with it's smooth running.

#### **Duties and Responsibilities**

- Provide administrative support including correspondence, photocopying, minute taking etc.
- Admin weeks for Sixth Form incl. folder checks
- Attendance checks SIMS
- Detention monitoring
- Update SIMS with course choice information, grades etc and run reports as required
- Liaise with students, parents, colleagues and external contacts as required
- Be an adult presence in the library when there are no teachers around and ensuring an appropriate working ethos is maintained
- Support Head of Sixth Form and Head of Year 12/Year 13

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

#### **Person Specification**

##### **Essential**

- Good knowledge and demonstrable experience of Microsoft products especially excel and word
- Demonstrable experience of using databases
- Good interpersonal skills and ability to communicate effectively verbally and in writing
- Good organisational skills and ability to prioritise workload
- A respect for the confidentiality of the work
- Excellent attention to detail
- Ability to work independently and as part of a team
- Ability to work under pressure and ensure deadlines are met

##### **Desirable**

- Experience of using, maintaining and developing administrative systems

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*