



**CTK ST MARY'S**  
A CHRIST THE KING SIXTH FORM

CTK St Mary's  
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Administrative Assistant with a genuine passion in supporting students to achieve their full potential. Join us at St Mary's where you'll be central to our mission to help London's most ambitious students achieve success.

## **Administrative Assistant (Part Time)**

**Start Date: January 2024**

**Salary range: £22,083 to £22,448 (Pro Rata inclusive of London Weighting)**

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

An opportunity has arisen for an exceptional Administrative Assistant working as part of a small admin team providing support to both staff and students at our St. Mary's site. You will undertake a range of administrative duties, ensuring systems are well organised, expertly delivered and provide exceptional quality. You should be an excellent communicator and have strong IT skills.

This is a part time, all year round post. Working hours 30 hours per week worked over 52 weeks per year. The hours of the post are 8.00 – 2.30pm.

The successful candidate should have outstanding IT skills, a friendly and caring approach and be able to produce work that is of a high quality in terms of accuracy and content. Flexibility and the ability to manage and motivate others are also key.

***Join us to be inspired, be extraordinary, and be the best you can be.***

For an application form and further details, please visit the vacancies page of our website  
<https://www.ctl.ac.uk/vacancies/>

**Early applications welcome**  
**Candidates will be shortlisted as applications arrive**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

**Job Title:** Administrative Assistant

**Responsible to:** Office Manager

**Core Job Purpose:** To provide a range of highly efficient and effective administrative duties ensuring the Sixth Form systems are well organised, expertly delivered, provide exceptional quality and are very effective in supporting the Sixth Form processes.

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The main activities and responsibilities are:

- 1.1 Input, maintain and manipulate relevant data using the Sixth Form's Information and Recording systems, producing documents, reports and correspondence as required.
- 1.2 Produce well laid out and accurate emails, letters, documents and reports for internal and external use.
- 1.3 Maintain accurate records and well organised, comprehensive online and physical filing systems.
- 1.4 Copy, collate and distribute documentation to relevant personnel.
- 1.5 Deal with electronic communications including physical correspondence and telephone calls with prospective students and their parents/carers so that emails, text messages and documents are handled properly and efficiently.
- 1.6 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the Sixth Form.
- 1.7 Word process letters and documents for internal and external use.
- 1.8 Use computer functions and packages such as PowerPoint, Excel and Office 365 apps expertly as required.
- 1.9 Ability to work flexibly with some attendance required at scheduled evening or weekend events.
- 1.10 Support and contribute to a range of administrative functions as required.

- 1.11 Taking part in professional development activities including appraisal.
- 1.12 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.13 Undertake other tasks as required by the Office Manager, Head of Administration and Executive Support, Deputy Principal or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint as well as apps within Office 365 such as Teams, Forms and SharePoint.
- 2.4 The ability to work with and manipulate data for a range of purposes
- 2.5 The ability to complete tasks independently within agreed timescales.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 A good confident telephone manner and strong oral and written communication skills.
- 2.9 The ability to work effectively in a team and with a range of people.
- 2.10 An understanding and interest in the education environment, particularly as it relates to young people.

- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.12 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.