



Summer School Administrator

Job Title	Summer School Administrator
Reporting to	Director of Summer School
Key Purpose of the Job	To provide an administrative service to the Summer Schools.

Key Accountabilities

- To support with processing bookings and communication with customer and agents, ensuring prompt and polite responses.
- Make bookings for excursions as requested.
- To provide an administrative service to the Director of Summer School with the day-to-day administrative tasks and duties required.
- To respond to all enquiries made on behalf of students, staff, school employees and all other stakeholders connected with the Summer School (by telephone, email or in person) courteously and appropriately, responding with accurate, relevant information.
- To check flight information for all arrivals and departures and communicate changes with staff as needed.
- To coordinate with the Transport Manager to ensure a smooth and error-free transportation service from/to the airport, for day trips, excursions and external activities.
- To input information into the Summer School Database as required as part of the central administrative function to enable the Summer School to carry out its services to students and staff accurately and efficiently.
- To act as a point of contact for pupils during summer school as required.
- Any other reasonable request from the Director of Summer School

Key Skills and Experience:

- Experience of working in an office environment.
- Basic admin skills (telephone, typing, data entry).
- Ability to work efficiently and effectively in a fast-paced, highly changeable environment.
- Ability and disposition to solve problems.
- Must be a proficient user of MS Office applications including Outlook, Word, Excel, Docs and Sheets.
- Good oral and written communication skills and excellent telephone manners.

Employment Terms:

- Part time or Full time, minimum of 25 hours per week, 5 days over 7 based around the requirements of the Summer School for a Fixed term period through to the 11 August 2023.
- Salary from £22,500 p.a. pro rata.
- Free parking and lunch when on site.