

Description

You will have excellent communication skills, taking a proactive approach to look for new ways of working. You want to make a difference and you will thrive as part of the dedicated team within our busy and successful Air Traffic Control.

This essential post is required to work alongside the operational Air Traffic Control Officers, assisting and supporting as required.

As a trainee, you will be fully trained and supported in all aspects of an Air Traffic Control Assistant, ultimately ensuring that all tasks undertaken adhere to relevant regulatory and company standards.

Those who are successful in this role may be given the opportunity to develop and train as an Air Traffic Control Officer at a future date.

Key Responsibilities

- Answering and processing telephones in ATC
- Liaising with the airport fire service, Handling/FBO, fuel and operations departments over customer/ ATC requirements.
- Processing AFTN messages.
- Flight Progress Strip processing and completion of movement logs
- Administering bookings for circuit, instrument flight training and other flights.
- Monitoring and actioning ATC emails.
- Attend meetings and courses with other departments.
- General administrative duties.
- Preparation and dissemination of Meteorological Observations at regular intervals.
- Alerting external emergency service when required to do so.
- Ensure the control rooms are in a tidy state.
- Interact effectively with other operational ATC team members.
- Carry out Document Control for the ATC department.
- Compliance with ATC procedures and Company regulations including Safety Management System (SMS) reporting procedures.
- Liaise with internal and external agencies in a professional manner.
- Take responsibility for own actions.
- The operation of airport and ATC related systems in accordance with published procedures.
- Act as a guide to visitors, when required to do so by the senior controller on duty (SCOD).

Skills Knowledge and Expertise

- Strong communication skills
- Proficient in the use of Microsoft Office
- Excellent written and oral communication skills
- Must be able to work within a team
- Full 5-year employment/educational history required
- Must be able to obtain a clear DBS certificate
- Must have resided in the UK for the last 3 years

- 5 GCSEs at Grade C and above, including Mathematics and English
- Interest in aviation
- MET observation certificate (desirable)

Benefits

- Apprenticeships
- Free parking
- Pension