

**Job Title:** **Air Traffic Control Assistant**

**Accountable to:** Watch Manager, MATC, AACM

**Job Purpose:** To provide general assistance to the duty ATCOs to ensure that aircraft receive a safe and expeditious service.

**Key Duties and Responsibilities:**

- Provide support to the ATCOs
- Record flight data and undertake general administrative tasks
- Liaise with other operational departments
- Provide skilled assistance in the operational Tower and Radar positions
- Keep necessary legislative and internal documentation up to date
- Provide Meteorological observations on successful completion of Met Course
- Provide a courteous service to all customers via telephone and email
- Competently file flight plans
- Competently Operate the FIDS, Copperchase, Rapidreach and Aeromet computer Systems
- Efficiently communicate Emergency information to internal and external agencies
- Undertake other relevant tasks as determined by management

**Contract:** Permanent.

**Hours:** 40 per week, on a rotational shift pattern including night and weekend working.

**Salary:** £24,960 per annum (£12.00 per hour),