About the job

Role: Air Traffic Control Assistant (ATCA)

Department: Air Traffic Control (ATC)

Location: London Oxford Airport, near Kidlington, Oxford

Salary: £25,594 / year rising to £26,985 / year once qualified

Hours: Full time, 40 hours per week, pro rata based on the roster, shift work made up of varying shifts between 06:00 and 23:00 (can be 05:30 and 00:30 where an extension has been booked) including weekends and Public Holidays

What does an air traffic control assistant do?

As an ATCA, you will support air traffic controllers by helping them create flight plans and ensuring smooth flight departures and arrivals. By providing essential information to Air Traffic Control Officers (ATCOs), you will play a crucial role in keeping air traffic moving safely. An ATCA assists with the monitoring of aircraft movements on the ground and in the air using surveillance systems, computers, or visual references. They provide information on ground traffic, aircraft, vehicles, workers and customers at the airport.

This essential post is required to work alongside the operational ATCOs, assisting and supporting as required. You will attend a meteorological course and become a Restricted Observer reporting and maintaining the airport weather observations.

You will be fully trained and supported in all aspects of an ATCA's role, ultimately ensuring that all tasks undertaken meet relevant regulatory and company standards.

Key Responsibilities

- Answering and processing telephone calls in ATC.
- Liaising with the airport fire service, Ground Handling, fuel and operations departments over ATC and customer requirements.
- Processing Aeronautical Fixed Telecommunications Network messages.
- Administering bookings for circuit, Visual Flight Rules and Instrument Flight Rules training, commercial, Business Aviation, General Aviation, and other flights utilising the Oxford Slot Booking System amongst other tools.
- Flight Progress Strip processing and completion of movement logs.
- Monitoring and actioning ATC department emails.
- Attend training courses and meetings 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 ATC 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 reporting procedures.
- Liaise with internal and external agencies in a professional manner.

- The operation of airport and ATC-related systems in accordance with published procedures.
- Take responsibility for own actions.
- Act as a guide to visitors, when required to do.

Skills Knowledge and Expertise

- Excellent communication skills, both verbal and written.
- Ability to work under pressure and make quick decisions.
- Strong attention to detail and ability to multitask.
- Proficiency in using computer systems and software.
- Ability to work in a team and collaborate effectively.
- Good problem-solving skills and ability to think critically.
- Flexibility and adaptability to changing situations and schedules.
- Knowledge of aviation regulations and procedures.
- Ability to remain calm and composed in high-stress situations.
- Full 5-year employment/educational history required.
- Must be able to obtain a Criminal Record Check, where asked for.
- Must have the right to work in the UK.
- 5 GCSEs at Grade C and above or equivalent, including Mathematics and English.
- Interest in aviation.