

**Job Title:** School Admin

**Pay Scale:** Kent Range 4 (KR4: £19,389 to £20,493)

**Responsible to:** The Headteacher / Executive Headteacher / Local Governing Body

# Admissions Duties:

To support the implementation of the admissions policy in cooperation with the Headteacher. To determine applications for admission to Barming Primary School.

To have responsibility for liaising with the Headteacher to identify whether or not parental choice regarding pupil admissions and transfers can be accommodated and advise parents of the outcome.

To supervise and ensure that the Scholar Pack database is updated with pupil data to support the Admission and Transfers process.

To prepare information required for the Admissions Appeals process and support the Headteacher in the presentation of each case.

To administer applications for in-year transfers into and between schools within the academic year. To manage KCC Admissions system via an IT portal.

To support with the School Census figures as required.

# General Duties:

To administer medicine to pupils as required, in keeping with the school’s policy. To liaise with parents regarding pupils’ sickness/injury.

To provide an efficient and professional reception service with a warm and friendly manner, - greeting visitors, staff and pupils and ensuring they sign in / out in accordance with school procedures, including the issue of visitor’s badges.

To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.

To assist with stock taking and preparing orders/checking deliveries etc. To provide hospitality for visitors to the school.

To maintain registers and ensure kitchen are aware of meal choices.

To be responsible for maintaining confidential pupil/staff files and other records.

To Use ClassDojo / Parent Mail to communicate with parents regarding school events and information. To monitor the admin email correspondence.

To provide general clerical/administrative support, including photocopying, laminating etc. To assist in the development and updating of the school’s website.

To help organise school trip letters and being the liaison between school external organisations e.g. Health teams and Bike-ability etc.

To arrange school photographs and deal with administrative aspects relating to ordering and distributing.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.

To be aware of and comply with all policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.