



Future Schools Trust Job Description

Job Title: Administration Assistant – Admissions and Communications

Reports to: Office Manager & PA to Head of School

Grade: Future Schools Trust Scheme Grade D

Hours: 22.5 hours per week – Term Time only, plus INSET days and 2 additional weeks during the Summer holidays

1. Purpose

- Oversee the administration of admissions to the school, including In Year Casual Admissions and Year 7 intake and to support the effective communications to NLL families.

2. Accountability

IYCA's

- Act as first point of contact with parents regarding In Year Casual Admissions to the Academy.
- Respond to parental enquiries.
- Arranging tours of the academy for prospective parents and pupils.
- Contacting schools in order to obtain information on prospective pupils.
- Arranging pre-admission meetings for parents and providing relevant information to staff.
- Advising relevant staff regarding new joiners to the school.
- Providing information to ongoing schools for pupils who are leaving.
- Receiving incoming files for pupils and posting files of pupil leaving to onward schools. Chasing schools for outstanding files and ensuring safekeeping and security of all pupil files.
- Attendance at IYCA meetings with Head of School and relevant staff.
- Ensuring knowledge of IYCA process is up to date and attendance at Local Authority briefings.

Year 7 Intake

- Preparing and issuing relevant information to prospective Year 6 families and collating responses.
- Monitoring the number of applications.
- Ensure the accurate entry of pupil data onto SIMS.
- Liaising with the Local Authority regarding Year 7 applications.
- Attendance at Transition Meetings with the Head of School and other relevant staff.

Admin Support - Communications

- Issue emails and texts to parents via SIMS In Touch application.
- Produce reports, letters and other ad hoc documentation as directed by the Office Manager.
- Maintain and update pupil files, including data held in SIMs, issuing data collection sheets to parents, uploading pupil photographs to ensure the accurate recording and retrieval of information to support the efficient running of the academy.
- Maintain pupil files, ensuring those removed are tracked and retrieve documentation from the INVU filing system as and when required.
- Provide administrative support for all consultation evenings, including communication to parents and updating the on-line booking system.
- Administration of free school meals – logging information on SIMs.

General Administrative Duties

On occasions this postholder may be required to:

- Carry out general administrative tasks, such as, but not limited to, mail merge letters, filing, preparation of labels for mail outs, scanning, photocopying, laminating and binding.
- Support the academy's Digital Strategy program, signing in and out laptops for pupils.
- Provide cover and support to the academy reception team as directed by the Office Manager.
- Undertake other reasonable duties, commensurate to the level of this position, as directed by the Leadership Team and Office Manager.

3. Person Specification

- Experience within an administrative environment.
- Excellent interpersonal and customer service skills.
- Ability to work on own initiative, working without supervision.
- Ability to work under pressure – unflappable
- Ability to prioritise work and ensure deadlines are met – working with pace and urgency.
- Organised and efficient with a 'can do' approach.
- Flexible and willing to do whatever it takes to get a job done.
- Strong IT skills, particularly in Microsoft Office.
- Good sense of fun – lighthearted.

4. Organisation

- The postholder will be line managed by the Office Manager/ PA to Head of School.
- The postholder will have daily contact with staff and pupils and would be expected to liaise with all staff including the Senior Leadership team.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and pupils.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

Signature of Postholder:

Signed Date

Signature of Line Manager:

Signed Date