



# JOB DESCRIPTION

<b>JOB TITLE</b>	Admissions / Administration Officer
<b>SALARY POINT</b>	Kent Scheme Band 4 £16,335 - £17,313 pa (£18,517 - £19,625 pa FTE)
<b>LIASION WITH:</b>	Executive Headteacher and Senior Leadership Team.
<b>HOURS:</b>	37 hours per week, term time, plus 5 INSET days + 5 Admin days). Details of working week to be agreed with the Executive Headteacher
<b>WORKING PATTERN:</b>	Core hours are 8.00am – 4.00pm
<b>DATE:</b>	September 2022

## RESPONSIBLE FOR:

Undertaking all administrative procedures associated with admissions.

## JOB PURPOSE:

To manager and coordinate the administration of the admissions process for new transition pupils, as well as in-year admissions for all other years; to provide general administrative support as a member of the office team.

## KEY AREAS OF RESPONSIBILITIES:

### 1. Admissions

- To receive and acknowledge all students applications for all years
- To create and maintain admissions spreadsheets with information on new applications
- To communicate with a range of stakeholders in relation to admissions (e.g. prospective parents, schools, local authorities)
- To liaise with the Executive Headteacher and other key staff (e.g. Head of School / Post 16 Lead / SLT) regarding applications
- To produce information booklets and application packs for new Year 7 and Sixth Form open evenings, as well as interim applications

- To work with the Senior Leadership Team to generate and disseminate letters of admittance/rejection for all new applications in accordance with statutory guidance
- To compile information for parental appeals and communicate with education/local authority officers
- To compile new pupil information packs for families

## 2. Administrative Responsibilities

- Provide administrative support to the SLT and be the initial point of contact for all enquiries regarding admissions.
- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures and safeguarding processes.
- Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
- Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing.
- Flexibility with working between sites (Wrotham and Stansted)

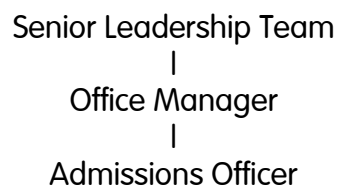
## 3. Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with GDPR / Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.

### 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.

## ORGANISATION



## Person Specification – Admissions / Admin Officer

	<u>Essential</u>	<u>Desirable</u>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proven administration experience.</li> <li>• Previous experience of reception work or working in a customer service role.</li> <li>• Professionally discrete and able to respect the confidentiality on particular issues</li> <li>• The ability to work well in a team and independently</li> <li>• Excellent communication skills</li> <li>• Flexibility and adaptability</li> <li>• ICT skills, including use of internet, emails and Microsoft word</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS.net</li> <li>• Knowledge of school admissions procedures</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 A*-C at GCSE including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Demonstrate a basic understanding of the work of a school.</li> <li>• Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Outlook.</li> <li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Requirements from confidential references</b>	<p>Written reference(s) only</p> <ul style="list-style-type: none"> <li>• Confirmation of professional and personal knowledge, skills and abilities.</li> <li>• Positive recommendation from current employer.</li> <li>• Good health and attendance record.</li> </ul>	

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to provide a high level of customer service.</li> <li>• Ability to deal calmly, tactfully and effectively a range of people.</li> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people.</li> <li>• Ability to take personal responsibility for organising day-to-day workload.</li> <li>• Ability to establish relationships with internal and external stakeholders.</li> <li>• A positive attitude with energy and commitment.</li> <li>• Desire to further develop the school's ethos.</li> <li>• Ability to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Ability to work effectively as a member of a team and display excellent interpersonal skills.</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations.</li> <li>• First class communication skills on all levels.</li> <li>• Highly organised, motivated and enthusiastic.</li> <li>• High professional and personal standards</li> <li>• A commitment to working to strict deadlines</li> <li>• Willingness to play a part in the wider life of the school</li> <li>• Confidence, liveliness, tenacity, flexibility, adaptability and resilience.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds</li> </ul>
<p><b>Other factors</b></p>	<ul style="list-style-type: none"> <li>• Must satisfy relevant employment checks</li> <li>• Car owner and driver (will be working on both school sites – Wrotham and Stansted).</li> </ul>	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.