

**Job Description**

**Job Title Admissions Officer & PA to the Senior Team**

**Salary Grade 4**

**Hours of work 37 hours per week, (Monday to Friday 8:00am-4:00pm),**

**Weeks per year Term Time plus 4 weeks.**

**Reporting to: Office Manager & PA to Headteacher**

**Overall Job Purpose**

To work as part of the School Office team providing a first class administration service to the school, with particular focus on:

1. School Admissions planning, administration and appeals
2. Supporting the Senior Team by acting as their PA and first point of contact for all aspects of administrative support

**Main Duties and Responsibilities**

**Admissions**

* Undertaking the administration of the entrance testing arrangements for student transfer from Years 6 to 7 and for casual admissions for Years 7 to 11.
* Operating as the lead contact for parents seeking admission to the school, explaining and assisting with admissions processes and procedures, arranging for parents to visit the school.
* Assisting in the preparation of the whole prospectus
* Supporting the planning and organisation of events throughout the academic year including Open Evenings, Open Days and Induction days, and Parents’ Evenings.
* Collating and logging student details and updating student records including parental consent/changes to addresses etc Ensuring the relevant student information is gathered from previous schools for new admissions.
* Organising and planning of Independent Appeals.

**PA to the Senior Team**

* Support the Senior Team by acting as their first point of contact for administrative support
* Undertaking the administration and organisation of student vaccinations
* Collating replies received in respect of Parent reports
* Preparing the weekly reports on student behaviour and administration of the weekly detention register/letters.

**Other Duties**

* Providing a high quality administration and organisational service to the school in accordance with the Trust’s established policies and procedures.
* Providing support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
* Ensuring the provision of good, accurate and timely information to the Head Teacher and other stakeholders.
* Keeping records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Undertaking other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover undertaking other administrative tasks, in the absence of other team members.

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be exhaustive. It may be subject to modification after consultation with the post-holder.

**Person Specification – Admissions Officer & PA to the Senior Team**

The following outlines the criteria for this post.

|  |  |  |
| --- | --- | --- |
| **Knowledge** | * A strong working knowledge of a range of ICT software including SIMS, Microsoft Word, Excel
* Knowledge of school Admissions regulations and legislation.
* An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security.
* An awareness of and commitment to safeguarding children.
 | Essential |
| Desirable |
| EssentialEssential |
| **Qualifications & Experience** | * A good standard of education with Maths and English at GCSE.
* Experience of working in the school office or within a similar educational setting.
* Experience of co-ordinating complex administrative tasks specific to admissions processes, including the development of appropriate systems to establish and improve procedures.
 | EssentialEssentialEssential |
| **Skills & Abilities** | * Ability to work with a high level of initiative, to be proactive and manage a wide range of administrative duties whilst under pressure.
* Well organised with a strong attention to detail.
* Evidence of excellent interpersonal and communication skills and a willingness to be cooperative and flexible at all times.
* Ability to interact with all members of the school community.
* Meticulous attention to detail and a systematic approach to work to achieve a high level of accuracy. Able to work under pressure and prioritise own workload to achieve deadlines.
* Ability to work as part of a team as well as independently.
* Demonstrable commitment to professional development and learning and improving own practice/knowledge through self-evaluation and learning from others.
* Experience, or empathy with, working in a multicultural environment.
 | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |