

JOB DESCRIPTION

JOB TITLE:	Admissions Officer
RESPONSIBLE TO:	School Business Manager
LOCATION:	Oakfield Primary Academy
HOURS:	37 hours per week, 39 weeks per year

PURPOSE OF THE POST

To undertake all administrative tasks associated with admissions – providing an effective and efficient service to the school and prospective parents.

KEY DUTIES AND RESPONSIBILITIES

1. Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications
2. To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher
3. To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy
4. To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure
5. To meet prospective parents and show them around the school.
6. To arrange admissions meetings for new parents with Headteacher or class teacher
7. To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists
8. To liaise with feeder schools to obtain information relating to new pupils, sharing information relating to new pupils with staff and other agencies as required
9. To liaise with destination schools regarding the appropriate handover of information to the new school

10. To support the Headteacher in preparing for open evenings / new parents meetings
11. To assist the Headteacher in preparing information packs / prospectus
12. To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers
13. To collate admissions data producing routine reports and prepare statistical returns regarding admissions
14. To be responsible for all aspects of Pupil Census three times a year.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder***

Personal Specification
Admissions Officer

	CRITERIA
QUALIFICATIONS	NVQ Level 2 or equivalent
EXPERIENCE	<p>Proven administration experience</p> <p>Previous experience of working with young people and their families</p> <p>Experience of using Admissions Modules in SIMS</p>
SKILLS AND ABILITIES	<p>Ability to work in an organised and methodical manner and maintain accurate records</p> <p>Ability to convey information clearly and accurately orally and in writing to a range of people</p> <p>Ability to take personal responsibility for organising day to day workload</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Able to use own initiative to solve problems and respond proactively to unexpected situations.</p> <p>Able to deal calmly, tactfully and effectively a range of people</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>
KNOWLEDGE	<p>Demonstrate a basic understanding of the work of a school</p> <p>Demonstrate a good understanding of the application of school's admissions policies</p> <p>Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p>

Agreed by Postholder:

Date:

