



Admissions/Administration Officer

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Responsible to: Office Supervisor

Purpose

- To provide an efficient and effective admissions and administration service for Chantry Community Academy and prospective parents.
- To undertake a variety of administration duties associated with Admissions and provide overall office support.

Key Responsibilities

- Undertake all administrative tasks associated with admissions and appeals – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications
- 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.
- To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
- To arrange admissions meetings for new parents with Headteacher or class teacher.
- To create and maintain accurate pupil records and school roll information on the relevant Management Information System – including preparing registers, form lists, emergency contact lists.
- To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
- Assist with attendance as and when needed.
- Provide support to the school with administrative tasks as required.

Person Specification

	Essential	Desirable
A good standard of education.	*	
Previous experience of working in an educational based environment.		*
Previous experience of undertaking administration duties within an office environment.	*	*
Good ICT skills with previous experience of using Microsoft packages such as Word, Excel and Outlook and Management Information Systems	*	
Excellent verbal communication skills for dealing with enquiries from pupils, teachers, parents, Governors and other visitors.	*	
Ability to work as part of a team	*	
Experience of effectively using a range of specialist ICT packages to support different office functions, such as ParentPay or equivalent.		*
Ability to work on own initiative and prioritise workload	*	
Ability to deal with conflict in a calm and controlled manner.	*	

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.