



Job Description

JOB TITLE	Admissions and Inclusion Officer
JOB FAMILY	Office Admin
PHASE	Secondary
REPORTING TO	Vice Principal (Inclusion)

Job Purpose

To undertake all administrative tasks associated with admissions and suspensions, providing an effective and efficient services to the school and parents.

Duties and Responsibilities

- Undertake all administrative tasks associated with admissions – liaising with the Vice Principal Inclusion 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 Vice Principal or Headteacher.
- To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
- To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure.
- To meet prospective parents and show them around the school.
- To arrange admissions meetings for new parents with Head of Year, Vice Principal or Headteacher.
- To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.
- 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.
- To liaise with destination schools regarding the appropriate handover of information to the new school.
- To support the Vice Principal and Headteacher in preparing for open evenings / new parents' meetings.
- To assist the Vice Principal and Headteacher in preparing information packs / prospectus.
- To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
- To complete the appropriate paperwork within statutory timescales when a child is suspended from school.
- To record suspensions on the School Information Management system



- Arrange return from suspension meetings with parents and school staff.
- Complete the administration for Governor Disciplinary Committee packs.
- Undertaking First Aid training and administering First Aid when required

Working with colleagues and other relevant professionals

- To undertake routine liaison with LA, external teams and other schools regarding admissions and leavers.
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity.

Other Areas of Responsibility at Goodwin Academy

- Complete administration tasks as deemed appropriate by the Office Manager.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.



Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Admissions and Inclusion Officer

Name:

Signed:

Date: