

## **JOB DESCRIPTION**

### **Admissions and Student Services Administrator**

**Job Title:** Admissions and Student Services Administrator

**Reporting to:** Student Services Manager

**Hours of Work:** 37 hours a week. Term Time + 2 additional weeks to include INSET days

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- This role is primarily to process all in year admissions and to support the student services manager with secondary school applications.
- To be responsible for looking after the wellbeing of pupils who seek assistance at the Student Services reception area, providing a high standard of care along with any administrative duties relating to this role.
- To maintain a welcoming environment for pupils and other visitors.
- To assist with high standards of communication between stakeholders.
- To work closely with the Pastoral Team and Attendance Administrator.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Responsibilities:**

- Ensuring that all aspects of admissions are dealt with accurately and to a high standard, this will involve liaising with internal and external stakeholders to ensure a smooth transition into the school for the pupil.
- Proactively assisting pupils who visit the student services area and assisting with any administrative duties related to this role.
- Working closely with the Pastoral Team in dealing with unwell pupils and flagging any additional pastoral intervention required.
- Answering the telephone and being proactive in responding to the call – forwarding appropriately or dealing with proactively as appropriate.
- Updating pupil information on Bromcom.
- Updating Bromcom with pupil attendance information (signing pupils in and out).
- Maintaining pupil files.
- Training as a first aider and administering first aid and medication when required.
- Supervising children who may be unwell until they are collected by their carer.
- Providing cover and support on reception when required.
- Having a working knowledge of key main reception duties.
- Assisting at events as required – this will include evening events.
- Any other appropriate administrative tasks that the line manager delegates.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To ensure that all duties and services provided are in accordance with all Turner Schools policies and the schools procedures in line with code of conduct/professional expectations;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- To be a key part of the life of the School community, to support both the values, vision and ethos of the school and the Trust, and encourage scholars to follow this example.

**Experience and knowledge required of the post holder**

The post holder must have:

- Excellent people skills, being able to respond appropriately to diverse and sometimes challenging situations.
- Ability to interact effectively and sensitively with young people
- Capacity to respond calmly and sensitively under pressure.
- High level of communication skills.
- High level of literacy skills, preferably to 'A' level standard.
- High level of IT skills with knowledge of Bromcom or Google Suite an advantage.
- Experience of working in a school, with a knowledge of school-based systems would be preferable although is not a requirement.
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;



- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

### Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

### Acceptance:

I confirm that I have received and understand the job description.

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....