

School:

Grade: Kent Range 3

Responsible to: Line Manager

Purpose of the Job:

To provide general clerical or administrative support to the school under the direction or instruction of senior staff and to support the PA to the Headteacher with admissions

Key duties and responsibilities:

Under the direction of the PA to the Headteacher:

Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications

1. 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
2. To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy
3. Provide administrative support
4. Update manual and computerised records/management information systems.

Individuals in this role may also undertake some or all of the following:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
2. Open, sort and distribute incoming mail and post outgoing mail
3. First point of contact for sick pupils, liaise with parents / carers / staff
4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required

5. Arrange orderly and secure storage of supplies.