

Job Description – Admissions Officers / Office Administrator

Luton Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Main purpose

The admissions officer is to lead and be responsible for school admissions at each stage of entry (into Nursery, Nursery into Reception, Year 6 transfers) and for in-year admissions, liaising with the relevant colleagues, members of the leadership team and parents and the Local Authority. To assist in maintaining accurate pupil records on the school's information management database.

The administrator is to support with the administrative and organisational processes within the school and to ensure the school website is compliant, up-to-date and regularly reviewed as and when necessary.

# Duties and responsibilities

Admissions Officer

The Admissions Officer is expected to:

* Operate as the lead contact for parents seeking admission to the school, explaining and assisting with admissions processes and procedures
* Process external applications to all year groups, liaising with the Headteacher, SLT and Inclusion Managers
* Liaise with parents regarding the appeal process when required and compile necessary documentation for appeals
* Ensure that relevant pupil information is gathered from previous schools for new admissions and information for those leaving for other schools is passed on
* Take an active role in the preparation of the transition process, including providing parents with the necessary information packs, attending any school open evenings and the new intake welcome evening, being available to assist parents with any queries
* Communicate with all feeder schools regarding transition including distribution arrangements of documents
* Ensure that a free school meal entitlement check is undertaken for all admissions
* Work with parents during the admissions process to establish child’s ‘First Language’
* Maintain waiting lists and pursue applicants when places become available
* Liaise with colleagues over applicants who have an Education and Health Care Plan (EHCP) or Special Educational Needs or English as and Additional Language or are referred through the Fair Access Panel
* Produce regular on/off roll information, including statistics and ensure this is communicated to all the necessary staff
* Contribute information as requested for the termly Headteacher’s Report to Governors
* Liaise with relevant staff to ensure that on roll dates are clear, that timetables are available for admissions and that pupils leaving are removed
* Arrange in-year admissions appointments with relevant staff and ensure all necessary paperwork is available
* Liaise with the Headteacher in providing materials, forms and induction information on time
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
* Arrange for Safeguarding Records to be requested and passed onto Safeguarding Leads for pupils new to the school.
* Arrange for Safeguarding Records to be passed on to new schools for pupils leaving the school.
* To update the local authorities SAMs system regarding admissions
* Evaluate and improve own practice and take responsibility for personal professional development.

General administration

* Update manual and computerised record/information systems
* Provide administrative support to staff as needed
* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Assist with organising parents’ evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
* Seek support from other colleagues where necessary to respond to complex enquiries
* Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
* Assist staff and pupils with the information and support they need

Security

* Assist with the control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
* Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures

Written communication

* Write and send email responses that are professional and uphold the school’s vision and values
* Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
* Assist with marketing and promoting the school

# Other areas of responsibility

* Read and follow the relevant school policies
* Undertake training required to develop in the role
* Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy
* Contribute to the safety of children and young people and protect them from harm

# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * First aid training (or willingness to complete it) |
| **Experience** | * Carrying out administrative tasks * Dealing with face-to-face and telephone interactions * Working with children or young people * Working and collaborating within a team * Experience of working in an admissions role * Experience of working in an educational environment |
| **Skills and knowledge** | * Good oral and written communications skills * Ability to respond quickly and effectively to issues that arise * Ability to plan, organise and prioritise to meet deadlines * Ability to use own initiative and take action accordingly * Excellent attention to detail * Ability to use IT packages including word processing, spreadsheets and presentation software * Ability to use relevant office equipment effectively * Ability to build effective working relationships with colleagues * Understanding of data protection and confidentiality * Understanding of safeguarding |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively |

# Notes:

This job description may be amended at any time in consultation with the postholder.