



HIGHWORTH GRAMMAR SCHOOL JOB DESCRIPTION 2019-2020

Job Description:	Admissions Officer/Administrator/First Aider
Employed for:	37 hours per week term time only plus staff development days
Hours of Work:	8.15 – 4.15pm Monday-Friday
Responsible To:	Mrs J Valentine – Data Manager
Purpose:	To provide the efficient administration of the school admissions procedures and to carry out administrative support as needed within the School.

Accountabilities: Admissions	Indicative tasks/actions
Process all procedures for admissions into year 7 to ensure their entry to the school is smooth and supportive	Collate and monitor applications Liaise with KCC Admissions Keep records of external applications Record pre-admission data in SIMs Create packs for new students Arrange interviews Provide administrative support to the Transition Coordinator
Deal with casual admissions of students in other year groups to ensure their entry to the school is appropriate, smooth and supportive	Provide parents with information Arrange testing and invigilation Maintain a stock of test papers Liaise with Kent Admissions Liaise with Student Support Managers
Deal with admission appeals	Process paperwork Attend Appeal hearings on behalf of the school
Assist in general school activities, procedures and events as required in order to help the smooth running of such events	Includes attendance at the Year 6 Open Evening and Open Morning acting as a point of information for questions about admissions' procedures Year 7 Parents' Tea and Headteachers' Tea Transition events
Accountabilities: First Aid	
Deal with sick and injured students in an emergency in line with school procedures Note: students requiring medical assistance that is not urgent go to their SSM in the first instance. The procedures currently in place remain unchanged but may be subject to review at any time.	Assess students and take appropriate action Liaise with parents and Student Support Managers Keep records of students requiring medical attention.
Accountabilities: Administration	
To provide administrative support to Senior Leadership Team as required	Tasks to be confirmed

To be a team player within the administration team	Deal with any priority issues in the absence of colleagues to ensure the efficient running of the School is maintained as required Be a flexible member of the Admin' Team and support colleagues as and when required Assist with evacuation for fire drills
--	---

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the postholder retaining one and the Headteacher the other.