

## **JOB DESCRIPTION AND PERSON SPECIFICATION**



<b>Job title</b>	Admissions & Attendance Officer	<b>Reports to</b>	Business Manager
<b>Name</b>		<b>Location</b>	The Churchill School
<b>Grade</b>	KR5	<b>Date</b>	January 2020

### **Purpose of job**

To undertake administrative tasks associated with admissions and attendance.

### **Key duties and responsibilities**

1. Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications.
2. To act as the initial point of contact for admissions enquiries providing routine information regarding the admissions process and policies to parents/carers, referring more complex enquires to the Headteacher.
3. To maintain a waiting list for school places and apply the criteria for admissions in accordance with school policy.
4. To prepare, maintain and issue routine correspondence/offer letters/information packs to parents regarding admissions in accordance with school procedure.
5. To arrange school tours for new parents with SLT.
6. To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.
7. 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.
8. To liaise with destination schools regarding the appropriate handover of information to the new school.
9. To assist the Headteacher in preparing information packs/prospectus.
10. To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers.
11. To ensure the electronic registration system is updated daily, investigating any missing data with class teachers.
12. To record student absences and late arrivals on SIMS, maintaining accurate attendance records.

13. To make initial enquiries with parents/carers regarding unexplained absences/lateness – including first day calling/texting.
14. To monitor the attendance of pupils referring concerns to the Headteacher/SLT.
15. To process and action pupil holiday requests.
16. To issue routine correspondence to parents regarding attendance/absence requests in accordance with school procedure and as directed by SLT.
17. To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
18. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. Any other reasonable duties as directed by the Headteacher

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Person Specification: Admissions & Attendance Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 2/3</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven administration experience</li> <li>Previous experience in reception duties</li> <li>Experience of using Admissions Modules in SIMS desirable</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work in an organised and methodical manner and maintain accurate records</li> <li>Ability to convey information clearly and accurately orally and in writing to a range of people</li> <li>Ability to take personal responsibility for organising day to day workload</li> <li>Ability to work effectively and supportively as a member of the school team</li> <li>Able to use own initiative to solve problems and respond proactively to unexpected situations.</li> <li>Able to deal calmly, tactfully and effectively a range of people</li> <li>Ability to show sensitivity and objectivity in dealing with confidential issues</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrate a basic understanding of the work of a school</li> <li>Demonstrate a good understanding of the application of school's admissions policies</li> <li>Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Sims</li> <li>Demonstrate an understanding of confidentiality and child protection issues in a school setting</li> </ul>