**Job Description – BUSINESS SUPPORT ADMINISTRATOR – ADMISSIONS, ATTENDANCE & VISITS**

# Job details

**Grade:** KR5

**Reporting to:** Business Support Officer – Headteacher’s PA & Personnel

**Responsible for:** Business Support Assistant – Reception

**MAIN PURPOSE**

To work as part of the Business Support team, with specific responsibility for undertaking all administrative tasks associated with the management and monitoring of attendance and admissions – providing an effective and efficient services to the school and prospective parents and working with individual pupils and their families to improve attendance.

**DUTIES AND RESPONSIBILITIES**

**Admissions:**

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 all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher
3. To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy
4. To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure
5. To meet prospective parents and show them around the school.
6. To arrange admissions meetings for new parents with Headteacher or class teacher
7. To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists
8. 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
9. To liaise with destination schools regarding the appropriate handover of information to the new school
10. To support the Headteacher in preparing for open evenings / new parents meetings
11. To assist the Headteacher in preparing information packs / prospectus
12. To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers
13. To collate admissions data producing routine reports and prepare statistical returns regarding admissions
14. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
15. To work as part of the wider school business support team, carrying out administrative duties as required.

**Attendance:**

1. To process and action pupil holiday requests
2. To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure
3. To assist the leadership team with the administration of referrals to the education welfare service / issuing of penalty notices
4. To undertake routine liaison with external agencies regarding attendance – eg EWO / Attendance Service
5. To collate attendance data producing routine reports and prepare statistical returns regarding attendance.
6. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
7. To work as part of the wider schools business support team, carrying out administrative duties as required.

**Visits:**

1. Assist with the organisation of school trips/clubs – ensuring all records (including risk assessments) and permission slips are available to the group leader; including provision for students with medical needs and SEND.

**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**

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ Level 2/3 |
| **EXPERIENCE** | Proven administration experience  Previous experience of working with young people and their families  Experience of using Admissions and Attendance Modules in SIMS |
| **SKILLS AND ABILITIES** | Ability to work in an organised and methodical manner and maintain accurate records  Ability to convey information clearly and accurately orally and in writing to a range of people  Ability to take personal responsibility for organising day to day workload  Ability to work effectively and supportively as a member of the school team  Able to use own initiative to solve problems and respond proactively to unexpected situations.  Able to deal calmly, tactfully and effectively a range of people  Ability to show sensitivity and objectivity in dealing with confidential issues |
| **KNOWLEDGE** | Demonstrate a basic understanding of the work of a school  Demonstrate a good understanding of the application of school’s admissions policies  Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims  Demonstrate an understanding of confidentiality and child protection issues in a school setting |