



Admissions Officer/Administrator Job Pack

Admissions Officer/Administrator required as soon as possible

Initially on a one year contract
(with a view to this becoming permanent)

27.5 hours per week 10.30am - 4.30pm
Term time plus 3 weeks (41 working weeks per year)

Salary - Kent Range 6:
£20,222 FTE (Actual Salary £13,300)

As the first point of contact for potential new students and their parents/carers, we are looking for an Admissions Officer/Administrator who is friendly, polite and professional with excellent communication and presentation skills.

This role requires a high level of administration and IT skills. You will be able to prioritise your own workload and will understand how crucial accuracy and attention to detail are even when working to a deadline. At certain times of the year this role requires additional hours to be worked and so you need to be flexible and adaptable.

Experience of responsibility for the admissions process in a secondary school will be highly advantageous, experience of school procedures and/or of working with secondary age children will be an advantage.



Key skills and experience required

- Meticulous attention to detail and accuracy with an appreciation of their importance in this role.
- Excellent IT skills, particularly in Excel and Word. Skills should include the ability to sort and manipulate data in Excel and mail merge letters into Word.
- Experience of using SIMS or a similar database is highly desirable.
- A good level of English and the ability to proofread your own work and that of others.
- Excellent administration and presentation skills.
- Excellent communication skills.
- A flexible approach to duties undertaken and working hours.
- The ability to work as part of a team as well as independently.
- The ability to work under pressure and prioritise effectively.
- An appreciation of the necessity to maintain complete confidentiality at all times.
- Experience of the admissions process in a secondary school would be an advantage, however we are happy to provide training on the admissions process for a candidate who is able to demonstrate the skills listed above.

OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

We are looking for an Admissions Officer/Administrator to join our Admin Team as soon as possible.

27.5 hours per week 10.30am - 4.30pm Monday to Friday.

Term Time plus 5 Staff Training Days plus 10 additional days (41 working weeks).

With regard to the 10 additional days, 5-7 of these will need to be worked in the school holidays. The remaining 3-5 days are likely to be made up of additional hours worked at particularly busy times of the year (such as our Autumn Term Open Evenings for Year 6 students).

This is initially a one year contract (with a view to becoming permanent).

Salary - Kent Range 6: £20,222 FTE (Actual Salary £13,300).

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Lucy Jarvis (lucy.jarvis@dstc.kent.sch.uk) or posted to the school address. Applications can also be made online via Kent Teach. Applications by CV are not accepted. Closing date for applications: **Thursday 27th February 2020 at 9am.**

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to lucy.jarvis@dstc.kent.sch.uk

JOB DESCRIPTION

Post Held:	Admissions Officer/Administrator
Responsible to:	Business Manager
Hours per week:	27.5 hours 10.30 – 16.30 Monday – Friday 30 minute (unpaid) break per day
Weeks per year:	Term time only plus INSET days plus 10 additional days (41 working weeks)

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - ◇ To be committed to safeguarding and promoting the welfare of all young people.
 - ◇ To undertake annual safeguarding training.
 - ◇ To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - ◇ To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - ◇ To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES:

- To undertake all administrative tasks associated with admissions (both primary to secondary transition and casual in-year admissions) including:
 - ◇ Ensuring that all necessary paperwork is completed and distributed as necessary.
 - ◇ Maintaining accurate and up-to-date student data, held and used in accordance with GDPR.
 - ◇ Maintaining records of all admissions/leavers throughout each school year.
 - ◇ Co-ordinating the transfer of safeguarding files between schools.
 - ◇ Ranking all applications in accordance with the school's oversubscription criteria and maintaining a waiting list where necessary.
 - ◇ Arranging tours of the school for applicants/parents.
 - ◇ Oversight of Student Ambassador usage for tours.
 - ◇ Liaising with feeder/destination schools.
 - ◇ Administration of admission appeals.
- To undertake all administrative tasks associated with primary liaison including:
 - ◇ Year 7 transition - assisting the Raising Standards Leader (Year 7) and the Vice Principal with the transition of primary students into Year 7 by obtaining KS2 data, SEND and behaviour information and allocating each student to a form group.
 - ◇ Open sessions – making all necessary arrangements (including co-ordinating Student Ambassador Tour Guides) and keeping records of visitors. Providing support at all open sessions (additional hours to be agreed as necessary).
 - ◇ Taster days – making all necessary arrangements, keeping records of students visiting (including SEND or special requirements) and assisting the Vice Principal with the timetable and staffing arrangements.
 - ◇ Prospectus – to liaise with the Senior Leadership Team as to changes required and to submit these in an appropriate format to the printers. To proof read draft copies and, once final approval is given, to ensure that sufficient copies are ordered and delivered in time for Open sessions.

KEY DUTIES & RESPONSIBILITIES (continued):

- To undertake administrative tasks associated with student records including:
 - ◊ Updating student records on SIMS as necessary (for example, changes of address or contact information).
 - ◊ After school interventions.
 - ◊ Student exclusions.
 - ◊ Student detentions.
 - ◊ Free School Meals.
 - ◊ Adding and removing students to the DSTC roll after consultation with the Vice Principal.
- To be responsible for producing three editions of the College Newsletter per year, having collated articles and photos from staff. To ensure that the Newsletter has been fully proof read (including the checking of all names).
- To be responsible for producing Options Booklets and other similar documents, having collated and proof read information from staff.
- To provide/cover any administrative tasks with the College Office/Reception as required.
- Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.