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|  | Oaklands School  Together Everybody Achieves More  Job Description |  |

POST TITLE: Administrative Assistant (*External Systems*)

RESPOSIBLE TO: SCHOOL BUSINESS MANAGER, ASSISTANT HEAD & DEPUTY HEAD │ HEADTEACHER

SCALE:D2

1. **Purpose**
   1. This have day-to-day responsibility for the management of the school’s external systems such as attendance, admissions and communication Systems. This role will focus on the pupils within the school, especially around safeguarding, as well as attracting and supporting new families.
2. **Data collection & Administration responsibilities** 
   1. Maintain and manage the Schools Management Information Systems (*SIMS*) with regard to admissions and attendance.
   2. Maintain the communication systems so that school information can be shared effectively with the community.
   3. Complete End of Year Procedures for SIMs.
3. **Communications responsibilities**
   1. Be “front of house” and be a professional and welcoming point of contact for all parents and visitors including working on the receptions.
   2. Maintain the admissions@ email and attendance@ email, sharing relevant information to all necessary contacts.
   3. Answer and handle calls, alongside other team members, maintaining a highly professional and friendly approach.
4. **Medical and First Aid responsibilities**
   1. Be a First Aider, providing advise and support for other first aiders.
5. **Admissions responsibilities**
6. Operate as the lead contact for parents seeking admission to the school, explaining and assisting with admissions processes and procedures
7. Process external applications to all year groups, liaising with the SLT.
8. Ensure all relevant paperwork is in place for the Governors’ Admissions Committee and support the process of allocating applicants to the correct categories, attending the meetings and providing advice and guidance as appropriate
9. Liaise with parents regarding the appeal process when required and compile necessary documentation for appeals (attending appeal hearings when required)
10. Ensure that relevant student information is gathered from previous schools for new admissions and information for those leaving the school for other institutions in passed on
11. Take an active role in the preparation of the transition process, including providing parents with the necessary information packs, attending the School meetings and the New Intake, being available to assist parents with any queries
12. Communicate with all feeder institutions regarding transition including distribution arrangements of documents, prospectus and the like
13. Maintain waiting lists in collaboration with the local authority and pursue applicants when places become available
14. Produce regular on/off-roll information, including statistics and ensure this is communicated to all the necessary staff
15. Liaise with relevant staff to ensure that on-roll dates are clear, that timetables are available for admissions and that students leaving are removed
16. Arrange in-year admissions appointments with relevant staff and ensure all necessary paperwork is available
17. Lead the administrative support provided for all publicity, visits to primary schools and pre-school setting providers, open evenings and open days for entry to years R and 7
18. Take minutes notes as and when required
19. Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
20. Evaluate and improve own practice and take responsibility for personal professional development
21. **Attendance responsibilities**
22. To advise and assist parents/carers to maintain regular school attendance.
23. Communicate clearly to parents/carers the attendance procedures and expectations of the school.
24. Collate attendance data to enable identification and tracking of pupils for the ‘Meet and Greet’ programme and encourage them into school.
25. Accurate recording of all telephone conversations and meetings with parents.
26. Monitoring and tracking of whole school attendance and punctuality, sending out attendance letters where appropriate.
27. Produce Termly reports for Headteacher and Governors.
28. Monitoring, tracking and assessing a cohort of pupils.
29. Developing and maintaining links with parents/children and Local Authority Child and Family Early Intervention Officer
30. Completion of Termly Register Reviews.
31. Monitoring and ensuring correct Attendance Codes are entered in Class Registers and SIMS.
32. Work with SLT for appointments with Parents for various attendance meetings
33. Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, this may be confidential or of a delicate nature.

1. **Organisation**
   1. The postholder will be supervised by the School Business Manager and the Headteacher.
   2. The postholder will have daily contact with staff throughout the school, pupils and parents, and will also have contact on occasions with other outside agencies.
2. **Working Environment**
   1. The post is based within the school buildings.