



St. Thomas' Catholic Primary School, Canterbury

## JOB DESCRIPTION: ADMIN/ADMISSIONS OFFICER

### Responsible to:

School Business Manager

### Responsible for:

None

### Purpose of the Job:

- To undertake all administrative tasks associated with admissions – providing an effective and efficient service to the school and prospective parents.
- To provide administrative support for the school under the direction or instruction of senior staff, taking a proactive role in relation to its day to day functioning.

### Hours of Work:

Part-time, 38 weeks  
27.5 hours per week  
Monday to Friday

### Pay:

Kent Range 4

### Key Duties and Responsibilities:

1. Undertake a diverse range of secretarial duties for the Headteacher to ensure well-presented and accurate correspondence, reports and other documentation are produced including termly Headteacher newsletters.
2. Arrange and co-ordinate appointments and meetings on behalf of the Headteacher e.g. parents of new pupils, outside agencies.
3. Maintain and update all pupil database files, documents, correspondence and Department for Education forms, including forms for other agencies i.e. NHS, to assist the Headteacher and teaching staff.
4. Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school (including tours of the school) and admissions policy; enter new intake onto the Pupil Database, ensuring that the necessary procedures are complied with. To maintain waiting list for school places. To issue routine correspondence/offer letters in accordance with school procedure.
5. To promote the school through various marketing strategies i.e. school prospectus, virtual tours, press releases and maintaining the school website in line DfE compliance.
6. Complete relevant forms for pupils leaving the school; update the Pupil Database; and send pupils' files and records to the relevant secondary schools to ensure that procedures are complied with.
7. Produce lists, information and data as requested e.g. statutory assessment data for FS, Year 1 Phonics, Year 2 SATS, Year 4 Times Table Check and Years 6 SATS (LA and SIMS management systems).
8. Ensure registers are accurate and absences/concerns are shared with the Parent Support Advisor.
9. Administer medicines and first aid to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures.
10. First point of contact for sick pupils - liaise with parents and staff.
11. Assist with arrangements for school visits and events such as residential and class trips, sporting events etc.
12. To arrange parent consultation appointments and to set up/prepare new entrants' induction session for parents including information packs.
13. Ensure information on extra-curricular clubs is kept up to date and necessary information is sent to parents and registered prepared.
14. Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
15. Undertake general financial administration such as processing orders and collecting monies.

St. Thomas' Catholic Primary School

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16. Any other duties as required by line manager suitable with the post.

- *Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Attending relevant training courses as identified and agreed by line manager.*

## PERSON SPECIFICATION: ADMIN/ADMISSIONS 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• GCSE's or equivalent.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven administration experience.</li><li>• Previous experience of working with young people and their families.</li><li>• Experience of using Admissions Modules in SIMS and Assessment Manager (for data inputting).</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 with 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 work Word / Excel / Powerpoint / SIMS.</li><li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting.</li><li>• Knowledge and experience of policies and procedures relating to safeguarding and health &amp; safety.</li></ul>