Edgebury Primary School

Belmont Lane , Chislehurst, Kent BR7 6BL

Tel: 0208 467 4199 Email: admin@edgebury.bromley.sch.uk

Head Teacher: Matthew Velada-Billson

School Office and Admissions Manager

Start Date: ASAP

Salary: BR5 to BR7 point 24 £21,237- £26,367 pa full time equivalent (dependant on experience)

Full time, Monday to Friday, 35 hours per week

38 weeks per year (term time only)

Closing date: Wednesday 10th November at 12 noon

Interview date: Week commencing 15th November

Edgebury is a thriving and very popular school, we currently have two classes in every year group up to year 5 and will be adding an extra year 6 class in September 2022.This is a unique opportunity to be part of our school as it moves to complete its journey to becoming a full two-form-entry school.

The School Office and Admissions Manager will take responsibility for leading, organising and supervising the Administration Team to deliver a professional, efficient and cost effective administrative and communication service. The ability to multi-task whilst keeping a calm nature and positive outlook will be essential. The post holder will also manage the admissions process for the school across all year groups – providing an effective and efficient service to the school and prospective parents.

Specific Duties:

To provide administrative support to the school, including:

• To lead and manage pupil admissions procedures.

• Management of the common transfer process for pupils joining and leaving the school, including the transfer of any paperwork.

• To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contacts.

• To provide PA support to Senior Leadership Team as required.

• Manage school communications, website and Marketing.

• To operate and keep up to date the administrative systems within the school.

• To direct and monitor an effective reception service and first point of contact for the school.

• To lead and manage the school pupil census.

• Support the Head Teacher in preparing open evenings / new parent meetings.

• Oversee school trips and school clubs, including bookings and payments.

• To manage school training courses and school prospectus.

• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

• Occasionally support Admin Officer with cover or attendance requirements.

The School Office and Admissions Manager will be working in our busy school office, working alongside other admin staff. The successful candidate will need excellent communication skills, be proficient in the use of ICT and experience of school administration systems would be an advantage. You will need to be well motivated and be able to work as a team and on your own initiative.

Visits to the school are strongly encouraged and can be arranged by telephoning the school office on 0208 467 4199.

To apply please complete the application form attached to this advert and include your supporting statement about what you could offer to this role and why you would like to work at Edgebury.

Please return your application by email to: admin@edgebury.bromley.sch.uk

Also attached to this advertisement is the Job Description for this post.

Edgebury is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check under the Rehabilitation of Offenders Act 1974 and checks regarding proof of ID, medical clearance and the right to work in the UK. Edgebury implements a rigorous and robust recruitment process that gathers evidence about candidates’ suitability to work with children as well as their suitability for the post in question, and has proactive safeguarding procedures in place that address inappropriate behaviour.

Edgebury Primary School is an Equal Opportunities employer.