

Viking Academy Trust



Job Description

Position: Admissions and Administration Officer

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Mjenni

Date:

Viking Academy Trust

JOB DESCRIPTION: School Secretary

"Empower children through education: One Childhood One Chance"

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Upton Junior School
Job Title:	Admissions and Administration Officer
Line Manager:	Central Administration Manager
Pay Grade:	Kent Range 5
Hours worked:	37 hours - 40 weeks per year. Term-time plus 5 x INSET days.

General Description of Post

Under the direction of the Trust Central Administration Manager, to take the lead on school administrative and organisational duties, to ensure the smooth running of the school. To provide a professional and effective administrative service to the Head and Senior Leaders, allowing them to concentrate on curricular issues. This position is the lead administrative post in the Upton School Office and therefore comes with a good deal of responsibility.

Outline of Duties

1. Manager of the School diary - Keeping the school diary up to date, ensuring effective communication to all staff and pupils, including producing the weekly school communications to parents.
2. Admissions Coordinator - collate and monitor applications for all general and in year admissions in accordance with the admissions code and school policies, including new intake of pupils and in-year admissions which will also include maintaining waiting lists. Provide prospective parents with information on the school. Enter new intake onto the pupil database, ensuring that the necessary procedures are complied with.
3. Under the direction of the Central Administration Manager, update the school's communication platforms such as the website, MCAS, Facebook and Twitter.
4. Assist the Central Administration Manager to complete the school census, through correction of missing or inaccurate data, prior to the dry run.
5. Assist the Central Administration Manager in managing the pupil system, Bromcom. Act as the school's database manager; accurate pupil data inputting and updating, collating information, producing bespoke reports on Bromcom.
6. Upload/download pupil CTF information from the DfE Secure Access as and when necessary.
7. Act as a point of contact for all visitors to the school. Answer the telephone; take messages, filter visitors and enquiries as appropriate, respond to pupil/parent enquiries, at all times promoting a positive image of the school.
8. Act as the school's email / MCAS message manager, drafting accurate and timely letters, emails and messages on behalf of the school. This includes taking charge of the Upton Office emails, keeping them up to date, by distributing or dealing with as necessary.
9. Undertake word-processing, spreadsheet, database and other IT-based tasks including operation of relevant equipment and advanced ICT packages.

10. Organise meetings and take notes (as required).
11. Undertake first aid duties when necessary.
12. Be responsible for reporting data such as KIM, SEF and attendance data.
13. Be responsible for creation of the termly clubs and Parent Consultations, setting up on the MCAS / Bromcom system.
14. Be responsible for the creation of parent sign-ups for After School Clubs.

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task - as requested by the Executive Headteacher or Head of School which shall be deemed to fall within the general boundaries of the post**

PERSON SPECIFICATION

- Level 3 administrative qualification or equivalent secretarial experience.
- Experience of using pupil databases, from inputting accurate data and running reports for accurate information for senior leaders.
- Experience of a similar role in a school setting or equivalent.
- Experience of using Word, Excel and social media in a professional capacity.
- Experience of using social media in a professional capacity.
- Proven accuracy with spelling and grammar.

PERFORMANCE APPRAISAL

To attend regular staff meetings with the Central Administration Manager and to fully participate in the school's annual performance review procedure.

This job description may be amended at any time after discussion with you.

Your job description is intended as a reference document which identifies your main responsibilities and activities.

**NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher, Head of Year / Leader of Learning or a member of the Senior Leadership Team*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*

Reviewed and amended November 2021