



## Heathcote School and Science College - *Encourage, Challenge, Succeed*

### JOB DESCRIPTION

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|-------------------------|--|
| <b>Job Title:</b>       | Admissions & Admin Officer                 |
| <b>Responsible to:</b>  | TBC  |
| <b>Responsible for:</b> | N/A  |
| <b>Grade/Pay Range:</b> | Scale 4 Point 7-11 (subject to moderation) |
| <b>Hours:</b>           | 20 hours Term Time Including INSET Days    |

#### Job Purpose

The Admissions and Admin Officer is a member of the school support staff, one of a team in the main office for making sure that the effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. You will support with both reception and medical cover as required and field telephone call and parent enquiries as required.

The Admissions & Admin Officer will be responsible for managing the Year 7 and In-Year admissions process and In-Year leavers process. You will also undertake support duties for the Attendance Officer, supporting with attendance and absent pupils.

#### Main Duties

##### Admissions

- To be responsible for all the administration of annual Year 6 intake procedures, including liaising with the LA admissions department to maintain an accurate and on-going list of pupils to be admitted in September, as well as preparation and distribution of information packs to parents.
- To ensure all year 6 and mid- term admission information is entered in to the MIS systems
- To ensure background knowledge on midterm admissions is collected schools and shared with the YL/SL to support with the interview.
- To set up the interviews for admissions with parents or primary schools.
- To compile and share information with staff re new starters.
- To provide the child and family with all information needed to be able to log on to all platforms and make payments.
- To monitor and ensure pupils files are kept up to date, received and transferred.
- To collate information on new starters from previous schools.

## **Transition**

- Organising primary school visits.
- Help to set-up open evening tours.
- Organise and help set-up of the open evenings and all transition events.
- Gather information from primary schools on Year 6 pupils.
- Liaise with SEND administrator regarding SEN consultations and admissions.

## **Attendance**

- Monitoring of lates and truancy and inputting on Arbor, including detention records.
- Ensure completion of missing registers by visiting relevant lessons outstanding or using other appropriate systems.
- Undertake distribution of school letters re attendance and ensuring these are logged on spreadsheet.
- Supporting with phone calls to parents re attendance and meetings where required.
- Logging conduct slips.

## **General**

- To minute meetings as required by School Leaders.
- To ensure all data on MIS systems is accurate and inputted in a timely fashion for new admissions.
- Assist and help manage the medical room and all elements associated with it, including looking after sick pupils, liaising with parents and stock maintenance, etc.
- To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints.
- To administer the preparation of Year 11 references, distributing to schools and colleges in line with school procedures, this includes providing companies with references and exam grades for leavers.
- Continuously drive improvement in administration and, practice and delivery.
- To undertake various other administrative duties as required.
- Deputise for the Attendance and Medical Officer in their absence.
- Undertake reception cover duties, answering general telephone and face to face enquiries and signing in visitors.
- Assisting with arrangements for visits by school photographer etc.
- Provide general clerical/admin support e.g., photocopying, filing, shredding, complete or design standard forms and letters.
- Input and maintain manual and computerised records/management information systems.
- Manage the process of booking lockers and clearing at the end of the year.
- Produce lists/information/data as required e.g., pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Sort and distribute incoming mail and frank outgoing mail.
- Delivery of hard paperwork or items to families, schools or organisations in local area.
- Filing and archiving as appropriate.
- Maintain stock of relevant supplies, cataloguing and distributing as required.
- Maintain log of staff radios and ensure they are fit for purpose, supporting with their ongoing maintenance.
- Keep public reception area, meeting rooms and staff rooms tidy.
- Provide general advice and guidance to staff, pupils and others.
- Undertake ordering of supplies such as stationery, high viz jackets and tissues etc.
- Support with SLT diaries and calendar as required.

## **Other Responsibilities**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, and security and confidentiality, reporting all concerns to an appropriate person.
- To participate in training as required.
- To assist in the supervision, training and staff development.
- To attend and participate in regular meetings with Senior leaders or SEND team.
- The above mentioned duties, are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Head teacher/ commensurate with the skills, abilities and grade of the post.

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

## **School Vision and Ethos – Encourage, Challenge, Succeed**

### **For Heathcote School staff in general:**

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same.
2. To actively support the school's school improvement priorities.
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff.
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
5. To always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. To provide cover for any member of the administration team in accordance with school priorities.
7. To participate in the appraisal process, in line with school policy.
8. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
9. To work effectively and successfully in your team within the school.
10. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil the role effectively.
11. To ensure confidentiality is respected and all issues are dealt with sensitively.
12. To be alert to issues of safeguarding and whistle blowing, as per school policies, ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child protection concerns using the appropriate procedures.

Name of post holder .....

Signature .....

Date .....

FINAL