**Admissions and Administration Officer**

**Job Description**

To work under the direct instruction/guidance of the Principal to undertake work and duties within the school office. The duties require a proficient working knowledge of Word, Excel, SIMS, ParentPay, and may include ad hoc assignments which will require initiative. There will be some duties that will need interpretation of information or situations and the necessity to solve problems. There will be no direct responsibility for supervising others, but you may be involved demonstrating duties or giving advice and guidance to others.

**Grade:** Scale 4

**Hours:** 25 hrs per week, term time only + 5 additional days   
9:00am – 2.30pm (30 mins lunch)

**General Office Duties**

* Provide a hospitable and very welcoming front line service to all parents & visitors to the school and ensure that security during school hours is strictly adhered to by all visitors.
* To answer the phone and deal with queries and messages in an appropriate manner.
* Be responsible for ensuring parents are aware of and how to apply for Free School Meals online, providing help and assistance as required, monitor and regularly update status on SIMS.
* Help to organise school events such as school photographs, parents evening and other after school meetings.
* To carry out a variety of office duties such as filing and photocopying

**Admission/Leavers**

* Two of the required additional days should be worked during the penultimate week of the Summer break. This will ensure we begin the academic year with our Admissions in order.
* Liaise with the LA admissions team regarding waiting lists and offers of places for Nursery, Reception and Main School.
* Issue receipts for application forms handed in at school where appropriate.
* Put together clear and accurate Admissions Procedures for the school in line with the Admissions Policy provided by the Borough and ensure these Procedures are applied by the Office and the School throughout the academic year.
* Collate admissions packs ensuring parents are equipped with all information required
* Deal with all Admissions correspondence to parents and teachers including the inputting of data to SIMS and ParentPay and monitoring this data over time and generating internal reports as required.
* Arrange start date for new pupils.
* Maintain paper files for all pupils.
* Ensure the school website has all current documentation and forms required for the admissions process.
* Prioritise any applications, waiting lists and class allocation with Principal/Dept Principal and notify all relevant parties.
* Liaise with EYFS Leader regarding start date for pupils
* Issue receipts for application forms handed in at school where appropriate.
* Deal with all administration for any pupil leavers ensuring CTFs are uploaded etc. and liaise with Year 6 teachers, parents and pupils to ensure applications are made to secondary school in a timely fashion.

**Nursery:**

* Hold Nursery list for new children.
* Liaise with Nursery teacher to plan dates for Open Day and compile necessary paperwork inviting parents to Nursery open day.
* Liaise with Nursery Teacher regarding start date for pupils, collate all paperwork, admit on the first day, carry out all relevant SIMs data entry, maintain and update regularly.

**SIMS Data Management**

* Carrying out the end of year processes to promote the academic and pastoral systems in SIMS and ParentPay
* Managing the pre-admissions area in SIMS making sure all applicants are on and updated
* Overseeing the on/off roll process and ensuring that all school and legal requirements are met.
* Working with office staff to ensure that data is entered in a standardized manner and providing training and documentation as necessary
* Collate all information required to prepare 1st draft of all the school and LA/DfE censuses and present to the Principal.
* Managing Free School Meal entitlement process and ensuring data is updated on SIMS
* Producing statistical returns and exporting data as required for other public bodies
* Producing statistical information and analysis of student data for the SLT
* Writing SIMS reports to extract pupil data as needed by school staff
* Ensuring the school obeys the terms of the Data Protection and Freedom of Information Acts
* Keeping up to date with changing requirements from DFE and London Borough of Hillingdon
* Providing statistical returns to public bodies – namely the DFE via the termly school return.

**Other responsibilities:**

* Develop constructive relationships and communicate effectively with parents, pupils, staff, outside agencies and visitors to site.
* Be aware of and comply with policies relating to child protection, safeguarding, health and safety, confidentiality, equal opportunities and data protection, reporting all concerns to designated person.
* Undertake responsibility for own professional development and attend training when requested.
* Support the ethos of the school.

**General**

The Post Holder must be aware of the confidential nature of some of the work required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher or Governing Body in the context of the school’s changing needs.

In the absence of the Principal/Deputy Principal you will be responsible to any other Senior Management Staff/Officer designated by the Principal.

This job description may be amended at any time after consultation with the post holder.

**Person Specification - Administration Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications** | | |
| Good language and communication skills. | \* |  |
| GCSE English/Maths or equivalent | \* |  |
| **Skills/Abilities/Knowledge** | | |
| Ability to prioritise work | \* |  |
| Ability to manage time effectively | \* |  |
| Ability to use own initiative and work without supervision | \* |  |
| Good IT skills including Microsoft Office, SIMS.net and email | \* |  |
| First Aid Certificate |  | \* |
| **Personal Qualities** | | |
| Ability to communicate sensitively and effectively with a wide range of people. | \* |  |
| Ability to use initiative and work without supervision | \* |  |
| An awareness of the need for confidentiality at all times | \* |  |
| Must be willing to be a member of a team | \* |  |
| Must be flexible and adaptable | \* |  |
| Must display a commitment to the protection and safeguarding of children | \* |  |
| Must be able to value and respect the needs of children | \* |  |
| Must be punctual and reliable | \* |  |
| Must be cheerful with a sense of humour | \* |  |
| **Physical** | | |
| Must be able to meet the physical demands of the post. | \* |  |
| **Equal Opportunities** | | |
| An understanding of and a willingness to promote equal opportunities | \* |  |