

JOB DESCRIPTION

Designation:	Administrative & Admission Officer
Supervising Officer:	Office Manager
Grade:	Scale 4
Contracted Hours:	35 hours per week
Date of Specification	November 2017

Job Purpose

- To be the first point of contact for our school.
- To undertake a range of delegated tasks and responsibilities of an interpersonal, secretarial and administrative nature
- Maintain a day to day administrative service in order to meet legislative requirements and support school's operation.
- To work within the Council and School policies and procedures and in compliance with all relevant UK Acts and Legislation.

Admissions

- To be wholly responsible for the admissions process for the school, acting as the school's Admissions Officer, (including Nursery and Reception intake, mid-term admissions and leavers including CTFs, waiting lists, transfer to secondary school etc)
- Handle all incoming enquiries from prospective parents and can confidently manage school visits with senior level management.
- Maintaining the prospective parents' portal and INTEGRIS database to keep up to date and accurate information for all stages of the process
- Tracking, managing and analysing all elements of the admissions process including visits, registrations and follow up calls with prospective parents
- To manage the procedures relating to pupil transfers in accordance with school/LA policy.
- To arrange prospective parent visits to the school for the Headteacher (or Deputy Headteachers in her absence) and the EYFS Lead.
- To maintain pupil record folders, files and cards
- Responsible for ensuring all school admission packs are kept up-to-date and distributed in liaison with the Office Manager and EYFS leader
- Ensuring that Admission packs, Nursery and Reception Admission packs are completed and returned to the LA, supporting parents with completing the forms and chasing parents where necessary.
- Preparation of information and record cards for forwarding on to appropriate high schools and other primary schools as necessary

Administration of Educational Visits (on and off-site)

- Liaise with teaching staff to ensure all entries in the school diary are cross-checked and followed up to ensure SLT are aware of all trips, excursions, events etc.

- Responsible for the co-ordination of travel arrangements for trips
- Source the most competitive prices for coach bookings
- Source costing figures for visits and report back to the Headteacher, Finance Officer and teacher in charge
- Liaising with the Welfare Officer to ensure adequate first aid arrangements are in place for each trip, bearing in mind the nature and destination of the trip and age of pupils attending
- Check that, for each event, teachers have followed safeguarding procedures and educational visits procedures
- Liaise with the EDV coordinator to ensure all necessary paperwork has been completed for each visit/event and submitted at the appropriate time and has been authorised as appropriate before the trip or event takes place
- Administration of the residential trip for year 6 each year including liaising with the Deputy Head, Venue, letters to parents, collection of all monies and forwarding to relevant officer for banking and accounting.
- Ensure that for all visits involving an overnight stay the relevant forms (EV1) are completed and returned in the correct timescale in order to gain approval for the visit from the Chief Education Officer for the Local Authority with the Staff administrator.
- Administration of paperwork for school swimming lessons

Reception Duties

- Welcome visitors, issue visitor passes and deal with enquiries
- Monitor the visitor's book and ensure that children arriving or leaving school outside regular school hours are signed in or out
- Answer all incoming calls and take and distribute messages
- Retrieve messages from answer phone and action accordingly
- Sort and distribute post
- Send and distribute faxes
- Accept/sign light duty deliveries, and distribute
- Ensure reception is a tidy and welcoming area
- Respond to issues regarding the electronic gate system
- Manage the entry sign system
- Collate and process orders as may be required

Health and Safety

- To be familiar with and at all times comply with the Council's general health and safety policy, the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and school specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
- Maintain an up to date First Aid Certificate

- Administer first aid to children and staff as necessary
- Take care of sick child(ren) contacting parents/carers as necessary

The above responsibilities and expectations are neither exclusive nor exhaustive and the Admin assistant may be required to carry out such other appropriate duties as may be required by the head teacher within the competence of the individual.

Name:.....

Signature:.....

Date:.....



**HEALTHY SCHOOLS
LONDON**



Admissions Officer Essential Skills and Experience

- Educated to a minimum of GCSE
- Proven experience in admission processes experience in a school or similar settings
- Proven experience of producing accurate weekly vacancy figures for the Council
- Proven experience in receiving and processing weekly new allocations received from the Council.
- Experience of producing accurate PAM monthly reports
- Experience in chasing and issuing UPNs
- Experience in producing and importing/exporting CTFs
- Experience in uploading information on the DFE website via S2S
- Excellent IT skills including experience of working with databases and the Microsoft Office suite
- High attention to detail and a desire to produce marketing collateral to an excellent standard
- Flexibility with work approach and able to attend school events and evenings
- Effective listening, verbal and written communication skills with the ability to explain admissions processes and procedures clearly to parents
- A polite, friendly and positive manner
- Able to handle queries from the general public, parents and pupils, remaining professional and calm at all times
- The ability to use initiative and to prioritise actions and tasks
- Excellent planning and organisational skills
- Excellent attention to detail, accurate and efficient
- Relevant administration experience in an office environment
- Knowledge of INTEGRIS or similar ICT package