



Job Description - Admissions and Administration Officer

School: Ruislip Gardens Primary School
Actual Salary/Grade: £19,875 - £20,871, Scale 4, points 7-10
Hours: 9:30am – 4:30pm (32.5 hrs a week), Monday–Friday Term Time plus 5 INSET days
Responsible to: School Business Manager

Job purpose:

The Admissions and Administration Officer will:

- Work as part of the school team to offer a coherent and consistent package of support to teachers and relevant children
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Contribute to the overall ethos, work and aims of the school

Safeguarding:

Ruislip Gardens is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

KEY AREAS OF IMPACT

Main duties and responsibilities:

Operational:

- Develop constructive relationships and communicate effectively with parents, pupils, staff, outside agencies and visitors to site
- Provide a hospitable and welcoming frontline service to all visitors to the school
- Ensure that security during school hours is strictly adhered to by all visitors
- To answer the phone/process emails and deal with queries and messages in an appropriate manner
- To provide frontline PA support for the Headteacher, screening and diverting non-essential communications
- Ensuring parents are aware of how to apply for FSM online, monitor and regularly update SIMs

Administrative:

- Be responsible for the effective administration and data management of the ParentPay system (setting up payments, recording these and communication to parents) liaising with Finance Officer to ensure continuity
- Setting up events on Parents Evening system and monitoring sign ups
- Maintain and update the school calendar
- Ensure the school website is updated regularly and meets statutory compliance
- Produce the School Newsletter

Admissions/Leavers:

- Liaise with the LA admissions team regarding waiting lists and offers of places for Nursery, Reception and Main School
- Maintain clear and accurate Admissions Procedures for the school in line with the LA Admissions Policy, ensure procedures are applied and adhered to
- Deal with all Admissions correspondence to parents and teachers including the input of data to SIMS



- Liaise with staff to plan dates for Open Days and staggered starts and communicate to parents
- Maintain paper files for all pupils
- Prioritise applications, waiting lists and class allocations with HT/DHT and notify all relevant parties
- Preparation of pupil files for transfer – in year and end of Year 6
Oversee the process for Secondary School Applications, provide advice and guidance to parents/carers

SIMS Data Management:

- Manage the pre-admissions area ensuring all applicants are on and updated
- Overseeing the on/off roll process and ensuring that the school meets all statutory requirements
- Work with office staff to ensure that data is entered in a standardised manner
- Complete Census returns (x2)
- Manage the FSM entitlement process ensuring information is updated on SIMS
- Produce statistical returns and export data as required/requested (DfE, LA)
- Provide statistical data for SLT
- Write reports to extract pupil data as needed by school staff
- Ensure compliance with GDPR and Freedom of Information Act

General:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Any other related duties as they may arise

Additional Duties

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Actively engage in the appraisal process
- Continue professional development as agreed
- Alert the Designated Safeguarding Lead in the event of any suspected Child Protection issues that may be affecting a learner

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title