



Job Description

Post:	Admissions Administration Officer
Responsible to:	Office Manager
Salary scale:	Scale 6 (Pro rata salary £27,959 - £28,899 term time plus 2 weeks)
Location:	Forest Gate Community School

Job Purpose

To provide a comprehensive and professional support service to the school's administration team and to contribute to an outstanding office function.

EQUAL OPPORTUNITIES

Community Schools Trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

1. To oversee the accuracy of all student records on SIMs
2. To manage and organise all student files including transferring, archiving and signing them in and out
3. To manage the administrative side of admissions including transition and mid-phase arrivals
4. To oversee cashless catering, biometric system and free school meals
5. To manage student logins
6. To manage access fobs for the school building
7. To cover for student attendance
8. To independently follow and complete relevant checklists and trackers
9. To provide updates and reports to the Headteacher as required
10. To understand all key office functions
11. To complete general administration tasks when required
12. Any other tasks reasonable and relevant to the role as directed by a line manager

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Head Teacher.

This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

PERSON SPECIFICATION:

	Criteria	Essential	Desirable
1.	Educated to a good academic level and have a high standard of numeracy and literacy.	✓	
2.	Evidence of managing complex tasks including planning, coordinating, organising and implementing change.	✓	
3.	Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision.	✓	
4.	Experience in and/or a commitment to working with young people		✓
5.	High level of interpersonal, communication and customer service skills.	✓	
6.	Understanding of the requirement to exercise discretion and maintain confidentiality at all times.	✓	
7.	Must have experience of working as part of a team.	✓	
8.	Computer literate. High degree of competence in the use of MS Office suite of applications or equivalent.	✓	
9.	Highly developed keyboard skills	✓	
10.	Knowledge of SIMS		✓
11.	Must be willing to work flexibly – according to the needs of the school	✓	
12.	Ability to take minutes which are accurate, clear and concise.	✓	