



Post Title:	Data & Admissions Assistant
Department:	Associate Staff
Salary:	Grade: BEX5.1-4 44 weeks per year Term Time Full time salary £29,436.00 actual salary pro rata £28,546.00pa (39 plus 5 weeks to be worked over half terms including 3 of the weeks to be worked in the summer half term.
Responsible to:	Data & Admissions Manager
Functional links with:	SLT
Main Purpose of the role	To work under the direct instruction of the Data & Admissions Manager to facilitate the efficient running of the school. To assist with all areas relating to data and admissions matters, ensuring the highest of standards of compliance at all time. To assist with administration and co-ordination of pupil data collections and analysis. To assist with the management of all pupil data systems ensuring data is accurate and up to date across the school.

Townley Grammar School is one of the country's leading grammar schools, committed to developing academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. By choosing to embark on a career at Townley Grammar School you are opening your professional self to an array of opportunities. We pride ourselves on providing staff with opportunities through a multitude of national & international partnerships, all whilst teaching in a supportive and positive school environment.

Working at Townley is a rewarding and enriching experience. Our large team of often very long-standing expert and specialist staff is welcoming and friendly. Individual opportunities for personal and professional development are actively encouraged and broader opportunities are provided to the whole staff body at regular intervals through the year

Our holistic approach to education nurtures every student, enabling them to develop their potential while making friendships and enjoying life to the full. We believe that learning together in a supportive environment provides the best framework for students to excel at school, to discover new ideas, skills and enthusiasms and to prepare for university and the boundless opportunities in the world of work and life in general.

Main Responsibilities:

- To assist with the administration of the cycle of pupil data collections including inputting and maintaining new pupil admissions, leavers, pupil premium data and assessment information across systems such as but not limited to Arbor, Applica, FFT and ALPS.
- To assist with School census, DFE, Local Authority and any other returns.
- To assist with administering Free School Meal eligibility.
- To assist with operating, updating and maintaining all systems data.
- Assist with the administration of the pastoral and academic end of year procedures across systems.
- Assist with the storage and transfer of admissions and leaver data files and information according to statutory requirements.
- Assist with providing data and reports for SLT and Trustees as required.
- Support timetabling requirements.
- To assist with results and enrolment weeks during the summer.
- Assist with the administration of reports to parents.
- To manage the Admissions voicemail and email facilities. Relaying and where possible responding to queries.
- To provide practical advice and assistance with the completion of the In-Year application forms. To ensure the receipt and processing of complete and valid documentation.
- To organise the invitation and staging of the In Year selection test and the entrance assessment to study Maths in Sixth Form.
- To disclose results of assessments and update the waiting list where appropriate.
- To liaise with the other Bexley grammar schools and Bexley local authority ensuring all relevant parties are aware of the in-year applications and results where they are stated as a preference.
- To log and send references for Year 11 students who are applying to other Sixth form schools.
- To Process the Year 12 applications including chasing for predicted grades to accurately reflect the status of the application and to produce outcome notifications to applicants.
- To undertake the enrolment of students. Reviewing the late applications to ensure APS and subject requirements are met.
- Contacting Late applicants and those who have changed subject choices to invite for interview or adapt their choices.
- To correlate data collected on new students whether Year 7, Year 12 or In Year and ensure the accurate input into the Arbor system.
- To process the Supplementary Information Forms (SIF) by contacting primary schools to obtain confirmation of student eligibility for Free School Meals; thereby verifying the use of SIF for over subscription purposes.
- To promote and review applications for summer school; chasing payments, consents and parental information.
- Allocation of students to Summer School teams and preparation of registers, student labels, staff badges and medical information.
- Working with the Data & Admissions Manager to create the summer school timetable and liaise with the summer school providers, organising their arrival and set up prior to, and on, the day.
- To provide cover in the Summer School Reception office and trouble-shooting during Summer School as Assistant Manager to the Summer School Manager.
- To ensure storage of student records and transfer to new schools. To comply with the data retention periods.
- Reviewing student files from previous school and retaining pertinent information. Scanning and uploading onto Arbor as appropriate.

- To offer places from the waiting list when spaces become available in any key stage 3 years. Updating the waiting list to reflect offers and outcomes.
- Ensure new In Year starters have relevant paperwork and passes for smooth integration.
- To review the Link2ICT for new eligibility and update Arbor to reflect this.
- To assist with the organisation and allocation of Primary outreach sessions to local feeder schools under the direction of the Outreach Co-ordinator.
- Answer and direct phone calls from Reception as and when required.
- To assist the Senior Deputy Headteacher / Deputy Headteacher with day-to-day administration tasks including the Mastery programme.
- To assist the SEND coordinator in administering pupil review questionnaires, sending these to the relevant staff members to complete.
- Provide general administrative support using Microsoft software (word, excel etc) alongside school systems as Arbor.
- Maintain confidentiality at all times.
- Assist with whole school events such as open mornings, evenings and small group tours.
- Attend meetings as required.

General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks but sets out the main expectations of the school. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.

Statutory Duties

Safeguarding

To be responsible for promoting and safeguarding the welfare of children and young people in line with the School's Safeguarding Procedure.

Health and Safety

The post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the school on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety and welfare.

Equal Opportunities

The post holder has a responsibility to understand and abide by the obligations laid down in the School's Equal Opportunities Policy and Dignity at Work Policy.

All staff are expected to maintain high standards of customer care in the context of Townley Grammar School Core Values and to participate in training activities.

Townley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED

PRINT NAME

DATED
