



# **SIMS/Admissions Administrator**

**Information and Application Pack  
March 2021**

## Pinner Park Primary School

### **SIMS/Admissions Administrator** *Letter from the Headteacher*

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Dear Applicant,

Thank you for your interest in joining the team at Pinner Park Primary School. This is an exciting opportunity for someone with the right training, experience and skills to be a part of our school team.

Our aim is to provide a school which provides an outstanding education at the heart of the local community – safe together, happy together, learning together.

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

Our school has recently amalgamated from former Infant and Junior schools to form a large primary school, with over 850 students. We are in our second full academic year as a straight-through primary school so this is an exciting time to join the team!

Our school is housed in two large buildings. There are two large halls, where children eat lunch, and a number of play areas for the children. In addition to our classrooms, we have a range of specialist facilities such as libraries, computer rooms and specialist areas for music and art. There are plans to connect the buildings and to increase our office space during the coming year.

Our office team plays a central role in the life of the school, providing a warm welcome, ensuring the smooth running of the administration of the school, and supporting all our key stakeholders.

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use this email address: [office@pinnerpark.harrow.sch.uk](mailto:office@pinnerpark.harrow.sch.uk)

I am sure that on reviewing the information provided you will agree that this is a very exciting role and we look forward to receiving your application. If you have any questions at all, or if you just want a chat about the school, do get in touch.

Yours faithfully,



Headteacher

# Pinner Park Primary School

## SIMS/Admissions Administrator Recruitment Advertisement

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### The opportunity

This is an exciting opportunity for a highly motivated School Office Administrator, with the right training, experience and skills to be a part of our school team.

### About us

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith.

Our school has recently amalgamated from former Infant and Junior schools to form a large primary school, with over 850 students. We are in our first full academic year as a straight-through primary school so this is an exciting time to join the team!

For more information about the school, please visit our school website: <http://pinnerpark.harrow.sch.uk>

### About the role

Working closely with the office team, School Office Manager and Headteacher, this role offers the opportunity to undertake an important and varied office-based role.

Applicants must have proven experience of high quality and accurate administrative work and proficiency in Microsoft Office applications. Other essential requirements are a courteous and welcoming manner, a flexible attitude and the ability to deal with situations calmly and professionally.

We are looking for someone who:

- Is able to support the vision and ethos of our school
- Has an exceptional level of customer care skills to pupils, parents, staff, governors and visitors
- Has excellent oral and written communication skills
- Is able to work confidentially and with discretion
- Is friendly and articulate with a good sense of humour

What we can offer:

- a recently amalgamated, over-subscribed, popular local school
- a well-resourced school with opportunities for staff development
- a supportive leadership team and governing body

### How to Apply

We expect all applications to be made through the TES portal.

Closing date: 3pm Monday 1 March 2021

Short listing: 2 - 4 March 2021

Interviews: 9 March 2021

Start date: As soon as possible

*Only short listed candidates will be notified*

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references. If you have any questions, or to discuss the post, please contact us.

# Pinner Park Primary School

## SIMS/Admissions Administrator *Job Description*

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| <b>Job Title:</b>    | SIMS/Admissions Administrator   |
| <b>Reports to:</b>   | School Office Manager   |
| <b>Salary Range:</b> | G4/G5 (Depending on experience)   |
| <b>Hours:</b>        | 36 hours per week (Term time only including INSET days – 39 weeks per year) |

### Job Summary:

The SIMS/Admissions Administrator is responsible for overseeing the pupil database (SIMS) and the administrative processes for pupil admissions and leavers to the school. Working alongside other support staff help to with administrative and organisational processes within the school, maintaining confidentiality at all times.

### Main Duties and Responsibilities

#### Data Systems

- To be responsible for operation and update of school SIMS database ensuring all pupil data is up to date.
- Complete the termly census data within SIMS and upload to the DfE
- Complete the end of year procedures in SIMS and prepare transfer documentation as required
- Support the SLT in completing the administrative tasks of all Statutory National Assessments processes, including entering result data as required
- To print off reports for staff as and when required
- To use the schools communication systems, such as SchoolComms, SchoolPing and ParentPay

#### Admissions

- To complete the administrative work involved with the admission of pupils to the School and Nursery
- To manage manual and computerised records relating to pupil admissions
- Liaise with Harrow Council's admissions department
- Manage the induction process for new children
- Liaise with parents and carers to ensure all new admissions paperwork is received and completed
- To manage all administrative processes for pupils who leave the school

#### General Administration

- Along with the Receptionist, liaise with parents, welcoming visitors to the school
- To be part of the team that manage the parent information point at the start and end of each day
- Use manual and computerised record/information systems
- To deal with queries to the school office, to take and pass of accurate messages when queries cannot be dealt with
- To assist in answering telephone calls to the school
- To receive and check deliveries of goods to the school
- To deal with all reasonable requests to the office from children, parents, visitors and staff
- To perform general office duties such as typing, photocopying, and laminating
- To ensure the school's security, data protection and confidentiality policies are rigorously enforced

- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

## **General**

- To attend regular office meetings
- To attend appropriate training sessions for the purposes of maintaining a quality office environment, to understand the needs and legal obligations of schools, and for developing new working practices (occasionally training sessions may need to take place out of term time or duty time)
- To communicate effectively and appropriately with other members of staff and visiting guests
- To help promote the ethos and values of the School wherever possible
- To comply with the requirements of the health and Safety at Work Regulations, taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

**In addition to the duties and tasks listed in the job description, the post holder will be expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed.**

# Pinner Park Primary School

## Office Administrator *Person Specification*

|                                    | <i>Essential</i>   | <i>Desirable</i>  |
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| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• Good GCSE pass (or equivalent) in mathematics and English.</li> </ul>   | <ul style="list-style-type: none"> <li>• NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)</li> <li>• Further qualifications appropriate to the role</li> <li>• Relevant training, pertinent to the role (eg. SIMS GDPR)</li> </ul> |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Working in an office environment</li> <li>• Using SIMS or similar databases</li> <li>• Managing and operating clerical/administrative and organisational systems</li> </ul>   | <ul style="list-style-type: none"> <li>• Working in a school office environment</li> </ul>  |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Excellent literacy/numeracy skills</li> <li>• Competent use of IT packages including word processing, computerised accounting systems and school MIS systems</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise</li> </ul>  | <ul style="list-style-type: none"> <li>• Good knowledge of school management information systems (including SIMS)</li> <li>• Use of School based computer systems such as SchoolComms and ParentPay</li> </ul>  |
| <b>Personal Qualities</b>          | <ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul> |   |

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| Personal, interpersonal<br>and communication<br>skills | <ul style="list-style-type: none"> <li>• Ability to establish and develop positive relationships with all those involved in the school (including staff, parents / carers, and governors) and with school partners</li> <li>• Demonstrable commitment to the school's wider community</li> <li>• Commitment to promoting the ethos of the school and to its values</li> <li>• Ability to communicate to staff, parents / carers and governors and the wider community effectively in writing and orally</li> <li>• Proven ability to relate well to children, and to know and treat each child as an individual</li> <li>• Flexible, approachable and resilient, with a positive and energetic approach to work</li> <li>• Commitment to one's own personal wellbeing, in particular the work-life balance</li> </ul> |
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