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| **Job Description** | | | | |
| **Job Title:** | School Admissions /SIMS Data Administrator  – Grade 5 |  | **School Name:** | Peter Hills with St Mary’s & St Paul’s CE Primary School |
| **Grade and Range:** | Grade 5 Scp 16 - 23 |  | **Hours:** | 16 hours |
| **Working Pattern:** | Term Time only |
| **Reports to:** | SBM / Headteacher |  | **Supervises:** |  |
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| **Purpose:** | To be responsible for the administrative and organisation processes within the Admissions procedures and related areas using SIMS. In addition, to be part of the administration team providing high quality and efficient administrative service. As part of your duties, you are expected to work in conjunction with the line manager.  1. To be responsible for the Admissions process using SIMS.  2. To assist in the maintenance of the SIMS database for pupil and staff information.  3. To provide administrative support to the school as appropriate.  4. Cover Reception as and when required | | | |

**Principal Accountabilities:**

**1. Responsibility for the Admissions Process using SIMS databases including:**

* Knowledge and experience of using SIMS
* Deal with queries relating to all aspects of the admissions process by correspondence, telephone or in person
* Contribute to the development and procedures relating to admissions
* Reviewing in year applications and waiting lists
* Coordinating the transition process to Secondary School
* To be responsible for intake of students, arranging interviews, ensuring necessary forms are completed and records update
* Liaising with Local Authority, EWO and various external agencies
* Manage the on/off roll procedure and liaise with previous or future schools, ensure records and necessary forms completed and authorised prior to students being removed from school roll
* Attend student - parent meetings
* Responsible for collecting and collating student data
* Maintain up-to-date student/parent contact details
* Ensuring eligibility to study in the UK
* Be responsible for all aspects of computerised and manual student records ensuring records are kept up to date
* Producing reports and data when required

**2. To assist in the maintenance of the SIMS database for pupil and staff information:**

* Maintain accurate information relating to both pupils and staff using SIMS database
* Data entry and creating documents as required
* Assist the Data Manager in completing and submitting census returns

**3. To provide administrative support to the school, including:**

* Assisting teachers in contacting parents and pupils where necessary
* Provide administrative support as directed.
* Provide cover for Reception as and when required
* To assist in any area of administration ensuring the smooth running of the administration office and reception area
* To carry out a range of duties in readiness for the start of the academic year
* Any other duties as may be reasonably required and to ensure the office is fully equipped and operational at all times

This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.

An Enhanced DBS Disclosure will be required.