

GREIG CITY ACADEMY



Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Admissions and Student Information Officer
Responsible to:	Vice Principal (Pastoral)
Hours:	35 hours per week (8.00 am to 4.00pm), working to a 42 week contract (term time only plus one additional contractual week to be worked during term time supporting parents' and open evening and any other duties as directed by your line manager. The other two weeks to be worked during the summer school holidays to prepare for the new year intake).
Salary:	Point 7 on the NJC pay scale for outer London, £25,489 per annum when calculated to reflect the working hours per week (35) and the 42 week contract (full time rate: £27,554). Individual salary range for this post: point 7 to point 11.

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education' and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Purpose of the Job

The post of Admissions and Student Information Officer is a key role within the school. The post holder is responsible for the administration of school places, liaising with the Assistant Vice Principal (Pastoral), Heads of Year, the local authority and/or other external agencies, and parents and carers as necessary; as well as contributing to the smooth-running of the Student Information Centre, including administering first aid.

Duties and responsibilities specific to this post:

1. Admissions

You will:

- 1.1 work in partnership with the Vice Principal Pastoral and the Assistant Vice Principal Pastoral, following the admissions procedures with regards to students joining the Academy
- 1.2 liaise with the local authority's admissions department to maintain an accurate and on-going list of students to be admitted to the Academy
- 1.3 deal with all admissions enquiries and advise parents and staff by telephone, email and/ or letter on all aspects concerning school admissions
- 1.4 undertake the administration of new Year 6 into year 7 admissions, including:
 - 1.4.1 monitor the Year 6 offer list provided by the local authority's admissions department, keeping the Vice Principal Pastoral updated on the number of accepted and rejected offers
 - 1.4.2 issue offer letters and send reminders to parents not returning acceptance of offer
 - 1.4.3 prepare and distribute information packs to parents
 - 1.4.4 liaise with parents and primary schools and keep them updated of any events that involve their children
 - 1.4.5 organise and coordinate the aptitude tests for the STEM and Mandarin streams
 - 1.4.6 organise all admission meetings
 - 1.4.7 assist the Vice Principal Pastoral and Head of Year 7 with the preparation for the new year 7 cohort
 - 1.4.8 liaise with partner primary schools with regards to transfer of student files and Special Educational Needs information
- 1.5 undertake the administration of new and in-year admissions throughout the school, namely:
 - 1.5.1 liaise with the Vice Principal Pastoral and Heads of Year with regards to the allocation of school places including IYFAP allocations
 - 1.5.2 when a child has been offered a place at the Academy, contact families to arrange a mutually convenient appointment for the child and parent to have an induction meeting at the Academy with the Head of Year; supply them with admission forms and general information about the Academy, including uniform information
 - 1.5.3 request student records from previous schools
- 1.6 for all admissions, ensure new students' data is entered on the Academy's management system, liaising with the Vice Principal Curriculum and with the Data Manager
- 1.7 check admission forms and request further information from parents and schools where necessary
- 1.8 where there is a waiting list, liaise with the local authority to be able to inform parents of position on waiting list when they enquire, and, working in partnership with the Vice Principal Pastoral and relevant Head of Year, offer further places should they become available
- 1.9 undertake training to achieve the competence required to operate the Academy's hardware and software.

2. School Confidential Files

You will:

- 2.1 maintain and update student confidential files regularly and as required
- 2.2 ensure that files are accessible during school time to designated staff
- 2.3 maintain confidentiality and security by developing a system of recording files usage and ensuring that all access is strictly monitored
- 2.4 ensure that all student incident reports are filed both electronically and manually

3. First Aid and Medical information

You will:

- 3.1 be a qualified first aider, with refresher training every 3 years
- 3.2 receive students who are ill or injured into the medical room and take appropriate action including:
 - administering initial first aid
 - contacting parents for children to be taken home
 - arranging for medical treatment if possible
- 3.3 when ill or injured students cannot be brought to the medical room attend to them in person and where this is not possible, ensure that they are attended to and cared for by the nearest or another member of staff with first aid training
- 3.4 in the case of severe injuries:
 - ensure that emergency services and parents are contacted
 - ensure that the student(s) concerned are attended to as well as possible within the scope and expertise of the first aid person attending
- 3.5 under the direction of the SENDCo
 - provide support during medical care plan meetings, ensuring notes are taken and medical notes for students are written
 - ensure that all staff are made aware of students with particular medical conditions by producing and distributing a list with all key information including a photo of the student and action to be taken
- 3.6 ensure that all medical passports and Health Care Plans are entered on Bromcom and kept up to date
- 3.7 make contact with parents/carers of students who have Health Care Plans and who might need medication during the school day to request the relevant medication; monitor stocks and, if required, ask for replacements if the medication held by the school is out of date
- 3.8 provide medical information and resources for staff leading educational visits to ensure student care plans are adhered to
- 3.9 carry out risk assessment for students with broken bones, sprains, etc. to ensure control measures are in place; liaise with parents/carers to ensure the needs of those students are met
- 3.10 liaise with the appropriate agencies to ensure students receive their immunisations at the correct times, and be responsible for the organisation/supervision of immunisation days within school
- 3.11 maintain the medical cupboard fully stocked

4. Exclusions

You will:

- 4.1 following approval from the Vice Principal Pastoral and Head of Year, prepare and distribute the exclusion letter when a child is internally or externally excluded from the Academy
- 4.2 enter exclusion information on the Academy's management system
- 4.3 keep an active file on all exclusions

- 4.4 keep the Senior Leadership Team and Heads of Year updated throughout the year on exclusions at the Academy

5. General Student Administration

You will:

- 5.1 regularly update the student database with changes of address/ circumstances
- 5.2 maintain student records both manual and computerised
- 5.3 follow the Academy's procedures and send student records to their new school when a student leaves the Academy
- 5.4 ensure that the Student Information Centre's medical book, uniform book and signing out book are regularly updated
- 5.5 provide correct and up to date information for completion of the Academy census report and assist with the completion when necessary

6. General Support

You will:

- 6.1 provide administrative support for Heads of Year and Assistant Heads of Year
- 6.2 attend Parents' Evenings
- 6.3 take general queries from students and staff, especially during the break time periods
- 6.4 assist with the administration and management of the cashless system and enable students to purchase food when necessary
- 6.5 provide back-up for team members when needed
- 6.6 general administration tasks including sending letters, filing, making telephone appointments
- 6.7 provide cover in reception, undertaking duties such as greeting visitors, answering the switchboard, taking and distributing messages as required, receiving parcels and post

7. Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post and any other professional duties as directed by the Principal.

8. Ethos

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students 'to develop an enquiring mind and express and explore their own views openly and honestly'.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, department and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

December 2023

Person Specification

Qualifications	Essential	Desirable
Educated to NVQ level 3/4 or equivalent	✓	
First Aid qualification (or willingness to work towards).	✓	
A relevant degree		✓
Experience	Essential	Desirable
Experience of working in an administrative environment	✓	
Experience of using Microsoft Office, to include mail merging in Word and using Excel to run reports	✓	
Using IT systems such as Bromcom to compile reports as well as analysing statistical data for monitoring purposes		✓
Experience of working within a school-admissions related service		✓
Knowledge	Essential	Desirable
A clear understanding of issues linked to confidentiality	✓	
Knowledge of school systems and an understanding of admission procedures		✓
Skills, Abilities, Personal Qualities and Disposition	Essential	Desirable
A commitment to the protection and safeguarding of children and young people	✓	
Excellent interpersonal skills and the ability to build positive relationships with students, parents, staff and the wider school community	✓	
Excellent communication skills: be able to communicate clearly and effectively, both orally and in writing, especially with students, parents and carers, school staff and other professionals	✓	
Be able to overcome communication barriers with students, parents and carers	✓	
The ability to persuade and negotiate and to listen effectively	✓	
The confidence to assist students as well as staff	✓	
Be efficient and well organised, demonstrating an ability to use their initiative and work unsupervised	✓	
The ability to work in a busy environment, be able to multi-task and perform well under pressure	✓	
Excellent time keeping skills, with a demonstrable ability to meet tight deadlines and manage own time effectively	✓	
Be able to work flexibly and constructively as part of a team	✓	
Be able to use IT systems effectively to produce reports and record information with the ability to maintain accurate and up to date records	✓	
Be able to work alone when necessary	✓	
Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school	✓	
Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description	✓	
Equalities and Safer Recruitment	Essential	Desirable
Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff	✓	
Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	✓	
Be willing to undergo an enhanced DBS Disclosure check	✓	