



## Job Description Admissions and Data Officer

Reporting to: Office Manager  
Full time

### Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

### 1. MAIN PURPOSE OF JOB

- To monitor and manage all processes relating to admissions, in conjunction with the admissions lead and the Senior Leadership Team
- To provide comprehensive administrative support to the Data Officer; you will be required to maintain up to date records of student and assessment details, tracking and monitoring, ensuring that the information kept is both accurate and confidential.
- Handling face to face and telephone conversations with pupils, parents, and external agencies relating to admissions matters
- Reporting to the senior leadership team with analysis of admissions data
- Attending meetings, minuting and typing up reports.
- Ensuring school compliance with statutory requirements and school policies
- Reception duties, answering phones, photocopying, post, filing and general administrative support within the school office, as directed by your line manager
- To be an ambassador for the school and have excellent customer service when communicating with parents and all stakeholders.

### 2. MAIN RESPONSIBILITIES

#### 2.1 Admissions

- Manage in year & secondary transfer admissions end to end
- Point of contact for local authority with regard to admissions/local authority admission portal
- Assist with Common Transfer Files (CTF's) and Admission Transfer Files (ATF) by downloading, producing and uploading to government websites

- Record and monitor EHIC applications
- Open Evening/Transition Day prepare documentation and support SLT/Transition Lead
- Coordinate and liaise Exams Officer/SLT regarding admission testing/CAT testing
- Liaise with SLT/Governors/Local Authority regarding the next years admission form/criteria
- Liaise with SLT regarding coordination of Primary promotional visits of a member of the SLT
- Responsible for processing of student leavers/starters
- Provide statistical information to SLT/Governors regarding admission

## **2.2 Administration**

- Provide general administrative assistance to the Office Manager and Cover, Data, Exams & Timetabling Officer
- Complete End of Year processes as directed by the Office Manager
- Updates attendance in the absence of the Attendance officer
- Type up notes on ad hoc basis for various internal meetings
- Send out texts/letters to parents

### **2.2.1 Customer Focus**

- Assist visitors in a helpful, confidential and diplomatic manner
- To establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.
- Perform Receptionist duties throughout the school day; acting as first point of reference, receiving visitors, pupils and staff, and telephone enquiries. Offer a helpful, friendly, confidential and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to an appropriate member of staff.

### **2.2.2 Communication**

- Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately
- Collating and organising production of school newsletters and other publications
- Provide general assistance to the Office Manager; to include general word processing, correspondence, reports, data inputting, and standard letters to parents

### **2.2.3 Events and meetings (internal and external)**

- Assist with the appointment diary and meeting room diary, ensuring meeting room bookings are clearly displayed on meeting room doors
- Providing refreshments for the meetings as and when required
- Liaise with site manager to ensure cleaning of meeting rooms, and car park access

## **2.3 Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

## **2.4 Data Management**

- Maintain and coordinate school MIS data

- Research, prepare and complete wide range of statistical and statutory information as required by DfE, LA, Headteacher and Governing Body
- Enter all SEN data on school MIS
- To assist in the organisation and co-ordination of effective and accurate ICT for administration purposes
- Upkeep of school MIS to include all pupil data, Pupil Premium, Free school meals, More and Most able, and UPN data.
- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times
- Pupil data: Initiate and maintain all documentation and procedures to include pupils in schools active records; Maintain pupil database, produce annual data checking sheets, amend/update records on system, provide class/registration lists; Collate and forward all relevant records for leavers as requested

## **2.5 Performance Management**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, and respond to or adapt to change as reasonably required

## **3. OTHER DUTIES AND RESPONSIBILITIES**

- Undertake such other duties as your Line Manager, the Headteacher, and SLT from time to time may direct.
- Any other reasonable requests, which could include supporting or covering other areas of the school as need dictates, as directed by your Line Manager and or the Headteacher.
- You are:
  - expected to be conscientious and loyal to the aims and objectives of the School;
  - required to preserve and develop the Catholic character of the School;
  - to have regard to the Catholic character of the School and not to do anything in any way detrimental or prejudicial to the interests of the same.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or your line manager.