



Job Profile: Admin Assistant

Purpose:

The main purpose of the role is to deliver an effective and efficient admissions process, to handle all aspects of the College's admissions process, visits, registrations and in year admissions. To be the first point of contact for Parents and to provide administration for parental engagement events.

To provide general administrative support to the school.

The Admin Assistant will be confident in communicating via email, telephone and face to face. The successful candidate will be well organised and will support prospective families from first engagement through the admissions process.

Salary: SC4

Responsible to: Admin Manager

Person Specification

- Commitment to supporting the school's Catholic ethos
- Good levels of literacy and numeracy
- Experience of procedures for a range of general office activities
- Competence with a range of ICT packages including *Microsoft Word* and *Excel* and ability to learn to use school-based applications such as SIMS and ParentMail.
- Ability to work effectively with a range of pupils, staff, parents, visitors and other stakeholders
- Ability to work in a fast-moving, busy environment
- Ability to manage resources efficiently
- Excellent organisation and communication skills
- Commitment to working as a team player
- An enthusiastic and positive outlook and the capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students

Responsibilities

Admissions

- Respond promptly to admissions enquiries via phone, email, via the website, or in person.
- Follow up all enquiries by phone, email or in writing in a timely fashion.
- Invite prospective parents to admissions events, keep an updated spreadsheet of information obtained for follow up, ensuring a follow up takes place.
- Update prospective parents' admissions status on the admission software.
- Book personal visits for families wishing to visit outside of the scheduled open events, liaising with the relevant members of staff.
- Confirm visit details in writing and ensure relevant and up to date information is available to the admin team and academic / pastoral staff involved with the visits.
- Stock take admissions literature and merchandise and work with the Marketing Officer to ensure that new stock is available when required.

Events

- Support with organisation of events such as Open Morning, Information evenings.
- Make the necessary preparations including assisting with all the pre-event planning, liaising with staff across the school.
- Contribute to the on-day logistics of all events

General:

- Provide general clerical and administrative support e.g., photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Provide administrative support to PTA
- Maintain manual and electronic records and management information systems
- Produce lists, information and data as required e.g. pupils data
- Undertake data-entry, word-processing and other IT-based tasks
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Undertake general administrative procedures such as the sorting and distribution of mail
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other

To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher/SLT which may include:

- To provide admin support for the HR functions of the school.
- Support the management of pupils' behaviour by undertaking duties at the start of the school day, break or lunchtime.
- Liaise with external agencies, for example, the Education Welfare Service, Wandsworth Pupil Services.

Additional Information

- The post holder will be able to display flexibility to undertake tasks and be adaptable.