

COMBERTON VILLAGE COLLEGE

JOB DESCRIPTION

JOB TITLE: Admissions Officer/General Administrator

Salary

Scale 4, point 18 (range 18-21)

Hours of work

30-37 hours per week (term time only) plus 5 training days and two weeks in the summer break.

Line of Responsibility

The Admissions Officer/General Administrator is directly responsible to the Administration Manager

Job Content

The Admissions Officer/General Administrator is responsible for:

Admissions (training will be given)

- Ensuring that the Headteacher is aware of changes in admission laws
- Administering admission arrangements
- Working closely with the Head of Year 6 to ensure a smooth transition for Year 6 pupils to Comberton Village College
- Corresponding with parents of Year 6 pupils, including providing them their registration documentation
- Providing accurate and helpful advice to prospective parents
- Updating the student database for all new students
- Preparing IYFA paperwork including research of cases
- Requesting CP/CIN paperwork
- Dealing with 'children missing in education' procedures
- Liaising accurately with the Local Authority regarding school places/organisation charts
- Admission policies
- Updating appeals statements

General Administration:

- Providing administrative support and organisation for the following key areas: activities week, staff duties, minute taking for the HoY, PSI and Health and Safety Committee meetings.
- Assisting in the smooth and efficient running of the school's office and reception area

- Assisting in maintaining of the school database system/s for information relating to students
- Undertaking further general office, reception and administrative duties as required by the Administration Manager

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Administration Manager.

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals
- To undertake all administrative and clerical tasks including word processing, setting up spreadsheets, photocopying, filing, collating reports
- To assist in maintaining and updating information held on school databases in particular those relating to students
- To assist in the collection, entry and extraction of data required to complete statutory returns
- To assist in the maintaining of archive files and historical data
- To undertake reception duties including the signing in/out of visitors when the receptionist is absent
- To receive visitors/callers to the school, e.g. parents/carers, professionals from outside agencies
- To answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required
- To liaise with suppliers, contractors, other schools and organisations, and attend to queries as required by the Administration Manager.

Administrative

- To ensure that all administrative duties, checks and documentation including returns and reports are completed to the required level of accuracy and deadlines
- To process, input and extract data held on the school's database systems
- To maintain both manual and computerised record and filing systems in line with requirements

- To deal with correspondence promptly and as required

General

- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings and training sessions
- To undertake first aid training and responsibilities as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as shall from time to time be reasonably required

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post-holder is required to support and participate in the school's fire evacuation procedures.

To uphold the school's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The post-holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

All staff participate in the school's performance management scheme.