

# Aurora

## Job Description

Job Title:	Senior Administrator – Admissions and Transitions
Reporting to:	School Business Manager / SLT
Location:	Aurora Hanley School

### Main Purpose

To take responsibility for the co-ordination and management of the day-to-day effective running of the student administration function, including all elements of the student lifestyle in line with company, regulatory and legal requirements. This includes all student enquiries, referrals and admissions through to student transitions in and maintenance throughout placement as well as transitions out.

### Key Accountabilities

- To be first point of contact for enquiries and referrals from the Aurora Business Development and placements team.
- To liaise with parents, staff, and outside agencies with regards to assessment visits, working closely with the Pastoral and SEND team in relation to all student related meetings/information.
- Maintain and update the Schools information system for all student records
- Manage and deliver a thorough and accurate student administration support service for the school
- To be an appointed Designated Safeguarding Lead (DSL)

### Key Duties

- Assisting and liaising with the referrals and placements team, receiving, and dealing with phone enquiries, arranging visits, co-ordinating assessment dates and completing admission paperwork.
- Ensure that all relevant forms and paperwork related to student admission is completed and held on student files.
- Liaise with funding Authorities, social workers, and parents to ensure meetings and statutory paperwork is completed within statutory timescales.
- Liaise with parents, staff, and outside agencies to arrange meetings, visits, etc.
- Maintain a robust system for all administration tasks for all aspects of the student lifecycle with the company to include the setting up of electronic and paper-based folders and maintaining up to date and accurate student records that are legally compliant.
- Prepare and send correspondence to parents and external bodies.
- Be responsible for maintaining accurate and up-to-date records on ENGAGE, the school's Management Information System (MIS) operating as a site based MIS Champion.
- Ensure that all systems and paperwork comply with Aurora compliance and regulatory and legal requirements.
- Be responsible for co-ordinating the attendance of students and ensure that all registers are up to date and follow up any unexplained absences following the school policy.
- Support in ensuring all Census returns are completed, as required by the DfE.
- Maintaining and updating associated documents linked to Student records.
- Ensure the admission register is kept up to date and in line with policy.

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- Support in collating student reports and sending out securely to parents and stakeholders.
- Liaise with the Pastoral and SEND team with regard to transitioning new students into School
- Liaise with external agencies and providers with regard to students transitioning out to new placements at the end of their student journey with School.
- Keep records in line with safeguarding children procedures and maintain confidentiality and report any safeguarding concerns immediately following the appropriate channels.
- Continually review processes and procedures in place in order to ensure most efficient, effective, and compliant services are provided.
- Support in the collation and presentation of data linked to the student lifecycle to include attendance, progress, behaviours and destination tracking.
- To prepare relevant information and reports for Governance Meetings, Ofsted Inspections, Internal audits and deliver information in the absence of School Business Manager.
- Attending and participating in all appropriate meetings where directed, invited, delegated, or otherwise scheduled, as being relevant to the post.
- To take accurate minutes at meetings as required.
- Assisting with general administration duties that may be required by the School Business Manager or other members of the Senior Leadership Team. This may include reception cover and telephone duties, preparing of documents, monitoring emails, and taking appropriate action, and receiving visitors and deliveries.
- Undertake any other additional duties, which are reasonably commensurate with the role, as required.

## Knowledge, Skills and Experience

### Experience

- Demonstrable experience of working in an administrative role for at least a year, ideally within a school environment.
- Computer literacy – Proficient in Microsoft Office, including, Excel, Word, Outlook, Powerpoint (desirable) and ability to use range of MIS

### Skills & Knowledge

- High levels of interpersonal skills and excellent written and verbal communication.
- Adaptable, flexible approach to work including collaborative support to other colleagues to meet demands of the business.
- Excellent organisation skills: ability to work in a busy and demanding environment.
- Ability to work as a team and independently without supervision and to prioritise workload.
- Ability to be discreet, confidential, and reliable.
- Commitment to service quality
- Good level of literacy and numeracy (at least 5 GCSEs above C to include English and Maths).
- Organised, good time management.
- Ability to manage own time to deal with multiple tasks.
- High levels of interpersonal ability with excellent written and verbal communication.

## Requirements of Role

- Willingness to undertake training as necessary.
- Interaction with children and adults with special needs.

## Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values, and ethos of the Company.

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- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

**This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.**