

## JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant & Admissions

**RESPONSIBLE TO:** Headteacher

**LOCATION :** Riverview

**SALARY:** KR5

**HOURS:** 20 Hours per week 39 weeks per year

### PURPOSE OF THE POST:

- To assist as a member of the administrative team in providing efficient, comprehensive administrative support to the school.
- To act as the point of contact for all school enquiries either by telephone, email, or face to face, and to maintain the smooth and efficient running of the reception area.
- To work collaboratively with all staff and parents in order to support pupil wellbeing.
- To liaise, with tact and diplomacy with school staff and others outside the school, particularly parents, professional agencies, and the local community.

### MAIN ROLES AND RESPONSIBILITIES

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<b>Organisation</b>	<ul style="list-style-type: none"> <li>• To undertake routine clerical and administrative support duties on behalf of the Leadership Team, and individual members of staff in relation to the organisation of school activities.</li> <li>• To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• To provide general clerical and administrative support, for example, photocopying, filing, answering the telephone, faxing, and completing standard forms, receiving forms for in year</li> </ul>

	<p>applications, dealing with outside agencies and responding to routine correspondence.</p> <ul style="list-style-type: none"> <li>• To produce lists, for example class lists, and collate paperwork for pupil reports.</li> <li>• Deal with requests from the Local Authority in relation to roll numbers.</li> <li>• To send out correspondence to parents and staff using Arbor.</li> <li>• To upload all letters onto the school website and maintain a 'working' file in the main school office.</li> </ul>
<p><b>Receptionist</b></p>	<ul style="list-style-type: none"> <li>• To meet and greet pupils, parents and other visitors to the school with a high degree of professionalism and diplomacy.</li> <li>• Answer the doorbell when the main gate is closed and accompany stakeholders onto the premises.</li> <li>• To answer telephone calls in a professional and timely manner.</li> <li>• To retrieve, deliver and update telephone messages.</li> <li>• To assist with the pupil registration process, issue pupil passes, and maintain accurate records of pupils leaving school during the school day.</li> <li>• To maintain accurate records of the arrival and departure of all school visitors.</li> <li>• To utilise technology to ensure effective communication with staff, parents and other groups.</li> <li>• To maintain the school diary and office email system. Collate information for weekly briefing.</li> <li>• Issue and chase, if necessary, letting paperwork in a timely manner so that invoices can be issued before the letting date.</li> <li>• To provide general administrative services to pupils, staff and other groups.</li> <li>• To ensure the reception area is kept tidy, informative, and welcoming to visitors at all times.</li> </ul>
<p><b>Admissions</b></p>	<ul style="list-style-type: none"> <li>• Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications</li> <li>• To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to</li> </ul>

	<p>parents / carers and policies referring more complex enquires to the Headteacher</p> <ul style="list-style-type: none"> <li>• To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy</li> <li>• To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure</li> <li>• To meet prospective parents and show them around the school.</li> <li>• To arrange admissions meetings for new parents with Headteacher or class teacher</li> <li>• To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists</li> <li>• To liaise with feeder schools to obtain information relating to new pupils, sharing information relating to new pupils with staff and other agencies as required</li> <li>• To liaise with destination schools regarding the appropriate handover of information to the new school</li> <li>• To support the Headteacher in preparing for open evenings / new parents meetings</li> <li>• To assist the Headteacher in preparing information packs / prospectus</li> <li>• To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers</li> <li>• To collate admissions data producing routine reports and prepare statistical returns regarding admissions</li> <li>• To be responsible for all aspects of Pupil Census three times a year.</li> </ul>
<p><b>Data Protection Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies.</li> <li>• Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018.</li> <li>• Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs).</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the processing of subject access requests (SARs).</li> <li>• Attend data protection training as required.</li> <li>•</li> </ul>
<p><b>Wider Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To undertake all duties as required, that is consistent with the objectives and/or duties of the post.</li> <li>• Administer medicines to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures.</li> <li>• To support your colleagues and School Business Manager when required.</li> <li>• To undertake specific projects or temporary duties as required from time to time.</li> <li>• To attend and participate in relevant meetings when required</li> <li>• To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.</li> <li>• To promote the safeguarding of children.</li> <li>• To take care for their own and other people's Health &amp; Safety.</li> <li>• To use initiative in time management to organise own workload to meet deadlines.</li> <li>• To contribute to the overall ethos, work and aims of the school.</li> <li>• To undertake training and professional development as appropriate.</li> <li>• To undertake other duties appropriate to the post that may reasonably be required.</li> <li>• To be aware of and follow policy on confidentiality and data protection.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

Postholder's signature:

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Postholder's name:

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Date:

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### PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven administration experience</li> <li>• Previous experience of reception work or working in a customer service role</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate a basic understanding of the work of a school</li> <li>• Knowledge of a range of computer applications – including Word / Excel / PowerPoint / Outlook</li> <li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting</li> <li>• Ability to provide a high level of customer service</li> <li>• Ability to deal calmly, tactfully and effectively a range of people</li> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to take personal responsibility for organising day to day workload</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Strong customer focus</li> <li>• Ability to work under pressure</li> <li>• Excellent communication skills</li> </ul>

Postholder's



signature: \_\_\_\_\_

Postholder's name:

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Date: \_\_\_\_\_

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