



St Mary's C of E Primary & Nursery School

Live Life, Love Learning, Guided by God

Job Description: School Administrative & Admissions Officer

Summary of Role

1. To ensure timely, accurate and consistent communication with the school's stakeholders
2. Provide administrative support to the senior leadership team to ensure the smooth running of the school.
3. To manage and coordinate the administrative procedures associated with admissions, including the Appeals process and transfer of pupils between schools, ensuring that pupils, parents/carers are adequately supported through the process, in line with policies and procedures.
4. To ensure the provision of a high quality and comprehensive administrative and clerical service for the school.
5. To promote the positive image and achievements of the school publically and act as Marketing, Communications and Publicity Manager, identifying opportunities for promoting the school in the wider community.

Main Duties and Responsibilities

Reception

- Ensure a warm and friendly welcome to all parents, carers, pupils, partners and visitors.
- Ensure that all enquiries are dealt with promptly and appropriately in a professional manner, with tact and diplomacy at all times, and that messages are passed on in a timely manner.
- To answer the telephone, filtering calls and respond to e-mails or forward to appropriate person ensuring that they are delivered in a timely manner.
- To respond to a range of enquiries in person, by email and over the phone.
- Process ID checks for all visitors in accordance with the school's safeguarding procedures ensuring everyone is signed in and out of school premises, and wearing the appropriate identification
- Ensure visitors are appropriately briefed on Safeguarding and health and Safety requirements.
- Supporting all pupils and staff with their enquiries to the school office. To respond to children's needs, directing to other members of staff as required
- Ensure the reception area is welcoming and informative, including updating of noticeboards and literature
- Ensure that general Reception / admin duties including meet and greet, daily post and daily email inbox, online diary, post, deliveries, telephone queries and messages, incoming and outgoing correspondence, photocopying, archiving and shredding are carried out consistently across the school
- Liaise with outside providers and health services.
- Ensure that answer-phone messages are checked early every morning and then regularly throughout the day and that messages are passed on in a timely manner.

Attendance

- Ensure that all teaching staff register pupils promptly on SIMS
- Recording late arrivals and the authorisation of absence, ensuring that a reason is received for all absences, contacting parents to establish the reason for absent children and follow up.
- Monitor pupil attendance and prepare absence reports for Headteacher, Leadership team and EWO.
- Proactively contact families with persistent absence, liaise with Headteacher in developing support / intervention strategies and produce letters to parents as required
- Prepare and submit Half Termly Attendance figures for the Borough.
- Maintain a list of children who have permission to travel to and from school unaccompanied
- Keep track of any safeguarding concerns
- Notify the kitchen of any children absent so meals are not prepared for them.

Admissions

- Administer the end-to-end Admissions and Appeals process, including Reception and Nursery intake and mid-term admissions, ensuring that all applications, paperwork and relevant information is in place, information systems are updated and staff, students, parents/carers and others are well informed. Including Reception and Nursery intake and mid term admissions.
- Update general office procedures to reflect current practice, including policies and website
- Ensure that admission arrangements are in accordance with the LA/school admissions policy, ensuring that all relevant information is shared with relevant staff and entered into SIMS and that the information is up-to-date and correct.
- Ensure that procedures relating to pupil transfers are carried out in accordance with school/LA policy.
- Collate admissions information for the Governors Admission Committee
- Maintain a waiting list in conjunction with the LA for the Primary School
- Maintain a waiting list for the School Nursery
- Maintaining and updating the SAM system with RBK for all admissions into the School
- Claim funding for Nursery provision through the early years portal
- Maintaining records of admission and transfer and advise appropriate authorities of any leavers and joiners
- Transferring information to other schools and agencies as required, manually or electronically
- Ensure details of all admissions appear in the relevant publications and on the school diary
- Arrange prospective parent/carers visits to the school.
- Ensure all school admission packs are kept up to date and distributed when required, and completed and returned to the school, supporting parents as required.
- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.

First Aid

- Provide first aid assistance. Record any first aid given and inform parents / carers and LA as necessary

- Ensure care plans, documentation and appropriate staff training is in place to support children with specific medical conditions e.g. Epipen, Diabetes
- Ensure appropriate stocks of first aid supplies are in place to meet requirements for day to day and trips / events
- Administer prescribed medicines following a parent's formal request.
- Care for children who are unwell in school, contacting parents as necessary,

Communication

- Preparing and sending high quality communications to parents, staff and governors
- In conjunction with the Finance and Administrative Officer, manage and maintain the school website to ensure it is kept compliant and up to date with latest school news and information
- Create, administer and analyse stakeholder surveys to ensure effective consultation/feedback as required
- Ensure staff adopt the correct style and format
- Update the diary on the website with all school events.
- Liaise with staff to ensure that the school calendars are kept up to date and contains all the relevant information

General Administration

- Ensure that all appropriate records are maintained and necessary returns (LA and DfE) are completed and submitted by the set deadlines.
- Ensure that the SIMS end of year procedures are carried out so that the school is successfully promoted at the beginning of each academic year.
- In conjunction with the SBM keep the job description under review undertaking any other duties commensurate with the grade of the post, as may be required from time to time. The duties of this post may change over time.
- Undertake all necessary training to keep abreast of developments
- Actively promote and work in accordance with the School's policies
- Prepare reports and statistical forms as required. Assist the SBM with the production of the census returns throughout the year
- Provide clerical services for the Headteacher
- Liaise with the staff of the LA, the Diocese, the health service, police, photographers, etc., making appointments as necessary
- Word process documents and reports, analyse and present data in spreadsheets and undertake desktop publishing as and when required by the senior leadership team
- Facilitate and analyse school surveys as required by the headteacher
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- Manage and be responsible for the accuracy of SIMS with regard to all pupil records.
- Arrange for the delivery of fruit from the fruit scheme updating class lists as necessary
- Manage the school milk scheme and accurate reporting of numbers for monthly returns

- Liaise with School Nurse to set up appointments for pupil's height and weight checks, and Immunisation programme.
- Assist with the preparation of parent/carers consultation, school reports and registration certificates.
- Arrange hospitality and refreshments when required
- Have excellent knowledge of all office procedures and carry out administrative duties in a timely and efficient manner; ensuring deadlines are met within the school office in order to maintain the effective and efficient running of the school.
- Attend school meetings, INSET days, and staff development and training sessions as required.

Safeguarding

- Process DBS and other checks on Governors and volunteers and accurately update the SCR

Pupil Premium, Free School Meals

- Maintain a list of pupils who are eligible for FSM and ensure this information is kept up to date in SIMS.
- Work with the SBM to ensure that all children eligible for free school meals are correctly recorded on the school meals portal.
- Ensure all pupils eligible for pupil premium through FSM, LAC or post LAC are identified on SIMS
- Ensure the Deputy Headteacher is informed of any new FSM pupils
- Promote liaison with and support for families of pupils, discussing needs as required with the Headteacher, SENCO and relevant support agencies.

Pupil Trips and Events (including swimming and sports)

- On approval of the event by senior management, work with the Finance and Administrative Officer to ensure that all aspects of the trip/event are arranged including:
 - Arranging and booking transport and venues
 - Ensuring there are no clashes with other events
 - Collate costs and agree charge to parents with relevant senior manager
 - Communicate details and request any necessary permissions and payment for the trips or events on ParentMail
 - Ensure all necessary permissions are received prior to the trip
 - Ensure that details of all trips and events are included in the newsletter and added to the website and the school diary.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Line Manager.