

# Southborough Primary School

## Job Description – Admissions & Administration Officer

**Title:** Admissions & Administration Officer

**Grade:** BR4

**Reports to:** SBM/Head teacher

### MAIN PURPOSE

The Admissions Officer will work alongside key school staff, parents/carers and the local authority to complete all admissions related procedures and promote pupil numbers. They will work with children and families for a smooth transition and adherence to school's admission procedures.

### SUMMARY OF RESPONSIBILITIES AND DUTIES

#### MAIN OBJECTIVES OF THE POST

- Assist the school to reach its admission targets.
- To provide a reception service for all callers to the school.
- To provide general administrative support.
- Specific responsibilities include creation and maintenance of accurate and confidential records, and complying with data protection laws.

#### TASKS

##### **Admissions**

- All admission related procedures including completion of all necessary paperwork and liaising with local authority.
- Prepare student files, keep these updated and assign classes to starters.
- Keep senior management and other relevant staff informed of specific needs and causes for concern relating to new starters.
- Assist with identification of children who need support when starting school.
- Checking FSM, Pupil Premium, SEN and EAL status of pupils and updating the system.
- Prepare and return termly Early Years Proforma within deadline.
- Prepare and upload all Pupil and Workforce census within deadline.
- Collate and maintain starter/leaver data, and prepare weekly migration reports and student tracker spreadsheets.
- To work alongside relevant staff, senior management and family workers.
- Organise Open Days at school.
- Follow the Admission Policy, prepare and print relevant attendance reports for relevant agencies.

##### **Organisation**

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Deal with complex reception visitor etc. matters.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

**Administration**

- Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages, maintaining the visitors book, issuing and retrieving passes, dealing with correspondence, photocopying.
- Daily attendance related procedures including recording late children.
- Deal with pupil injuries and illnesses and liaise with parents and teachers.
- Provide clerical support to other members of staff.
- Type letters and newsletters as required including sending parent mails.
- Update SIMS, vehicle registration sheet and ParentPay.
- Any other duties as agreed with line manager.

**Responsibilities**

- To collate information with regard to the admission of pupils in liaison with local authority and parents.
- To keep the Head Teacher, SENCO, Learning Mentor and other relevant staff informed of any relevant issues and causes for concern relating to new starters.
- To work with identified individuals using regular admission checks. Contacting parents /carers and pupils regarding admission procedures.
- Contribute to whole school admission strategies and systems.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

**EQUALITIES**

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.