

## JOB DESCRIPTION

### Admissions Administrator

#### JOB PURPOSE

To provide effective and confidential comprehensive administrative support to the Admissions Manager, to ensure the smooth and efficient running of the department. Under the daily direction and management of Admissions Manager be responsible for the day-to-day organisation and administration of the Admissions department and its procedures.

#### MAIN DUTIES AND RESPONSIBILITIES

##### General

- Exercise discretion, confidentiality and professional judgement in all aspects of liaison with prospective parents and other stakeholders of the school(s).
- To be aware and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in as aspects of practice
- Attendance at all safeguarding (and related) training as required by the school

##### Administrative

##### ADMISSIONS AND TRANSITIONS

- To monitor the Admissions email account, responding to enquiries or forwarding messages to the correct recipient as required
- Communicate with parents using email and telephone as required, in a professional manner, exercising discretion and professional confidentiality at all times, including Admissions telephone queries from prospective parents
- Assist the Admissions Manager with the organisation of the intake of new pupils, both as Key Stage Transfers and In-Year entry, including the recording and distribution of papers from Local Authorities, information packs, arranging intake meetings, start dates and familiarisation days for attendees, data entry to ARBOR, also preparing all the necessary paperwork
- Assist the Admissions Manager with organisation of assessments for prospective pupils including formulation of assessment forms and social stories, liaison with relevant staff, data entry to ARBOR, meeting pupils on assessment each day
- Assist the Admissions Manager with all aspects of Open Mornings including logistical arrangements, preparation of content, tours and face-to-face transactions with parents
- Duplicating/photocopying/scanning of Admissions correspondence, filing and any other administrative tasks as required
- Liaise with other schools regarding transfers of records, including CTF (*these are downloaded by AM*)
- Liaise with staff as appropriate regarding pupils joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical, etc.
- Attend weekly Admissions team meetings
- Arrange tours of the school for prospective parents

- Undertake ARBOR Admissions-specific and general training to assist in general data housekeeping.
- FREE SCHOOL MEALS:
  - Sending out FSM forms and entering into Online FSM Application (OFSM) as part of Admissions process and in year ongoing requests
  - Applying information returned in OFSM for Free School Meals,
  - Making changes to school meal arrangements in Arbor and responding to queries.

Training will be organised as required.

**Other:**

- Have a good working knowledge of the school’s management information systems, including CPOMS, Sleuth, as well as other administrative systems.
- Work under the direction of the SENCo and the school leadership team to deliver a comprehensive range of administrative tasks to a high standard.
- Support the Receptionist with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Give information and assistance on school matters, as appropriate, to parents, pupils/students, staff, LA’s and other schools.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.

**Functional Links:**

School staff, pupils and students, families, professionals and local authority departments, including SEN teams, tribunal officers, health & social care and CAMHS.

**PERSON SPECIFICATION**

<i>Key: Essential=E, Desirable= D, Assessed at Interview=I, Assessed by Application Form = A</i>	<b>Criteria</b>
<b>EDUCATION/ QUALIFICATIONS</b>	
Good literacy skills: to hold a minimum of GCSE (A-C) or equivalent in English	<b>E</b>
Training and/or qualification in administration / clerical or related activities to level 2 and working towards level 3	<b>D</b>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
Competent with ICT, including MS Office.	<b>E</b>
Experience of administrative systems.	<b>E</b>
Experience of working as part of a team.	<b>E</b>
Experience of working in a school or similar environment	<b>D</b>
Experience of Arbor	<b>D</b>

SKILLS/ APTITUDE	
Excellent interpersonal and communication skills.	E
Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing.	E
Willingness and ability to learn new systems and skills.	E
Ability to follow instructions	E
Initiative and ability to work with autonomy within set boundaries.	E
Ability to identify priorities quickly and accurately to ensure that deadlines are met.	E
Ability to work under pressure.	E
Highly effective organisational and planning skills.	E
Thoroughness and attention to detail.	E
Reliability, confidentiality and integrity.	E
OTHER	
Compliance with OHCAT policies	E
Must enjoy working as part of a team, be adaptable and supportive of colleagues	E
Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour	E
PERSONAL	
Pleasant, professional and proficient.	E
Confident and self-motivated in exercising appropriate initiative	E
A positive and flexible approach to work, with a 'can do' attitude.	E
Enthusiasm and drive for working in a school.	E
Excellent attendance and punctuality record	E
Genuine commitment to the ethos and work at St Dominic's School	E
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