

Job Title	Admissions and Administrative Assistant
Pay Grade	G4
Directorate	Education
Division	Primary Schools
Reports to	School Business Leader
Location	Vaughan Primary School, The Gardens, West Harrow, HA1 4EL

Role Purpose

To undertake the administrative processes for new students joining or leaving the school, to ensure the process is clear for parents, queries are dealt with promptly and all relevant documentation is processed

Job Context (Key outputs of team / role)

- Vaughan Primary School is a three-form entry primary school based in West Harrow.
- Reporting to the School Business Leader, who has responsibility for the Business Operational running of the school, the Admissions Officer will be responsible for liaising with prospective parents and students, ensuring a smooth transition to the School.
- The successful candidate will have experience in customer care and an understanding of the education sector.
- Excellent communication, organisation, and administration skills are essential.

Generic Duties

- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities.
- To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
- To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice.
- To ensure compliance with the council's information security policies and maintain confidentiality.
- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

Be Courageous, Do It Together and Make It Happen

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties / Accountabilities

Strategic Dimensions of the Admissions Role

- Assist the School Business Leader in developing an overall strategy and detailed arrangements for the whole admissions process
- Maintain school pupil data bases to ensure accurate information is available and produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and Local Authority requirements
- Ensuring that the Headteacher and School Business Leader are kept abreast of legislative changes and of National and Local guidance affecting the admissions and attendance of pupils at the school
- Maintain pupil mobility report termly for the termly Headteacher's report
- Completion of the statutory school census during the Autumn, Spring and Summer terms with information about individual pupils and the school
- Serve as the lead contact for liaising with parents via telephone or email, and face to face, to explain and assist with admissions processes and procedures

- Deal with queries over Reception intake, in-year admissions and Y6 transfers and play a supporting role at meetings and events for new cohorts.
- Process the end of year using the school pupil information system
- Accept and transfer pupils via Common Transfer procedure
- Ensure safe storage of pupil files and registers, maintenance and updating of pupil files, record cards and database
- Co-ordinating Nursery admission process, from application through to admission and collation of vital transition information
- Coordinate, publicise and manage the administration process of scheduled prospective parent tours and maintain contact with prospective parents throughout the admissions process.
- Design and create promotional material to support school admissions e.g. school prospectus, welcome booklets etc

Reception Duties

- Answering the telephone, filtering enquiries as appropriate and taking of and passing on messages to appropriate staff.
- Receiving visitors and parents as appropriate ensuring they sign in and out in accordance with the schools' safeguarding procedures.
- Ensuring children arriving late or leaving early are signed in and out as required.
- Dealing with general enquiries by telephone, letter and e-mail or in person.
- Working alongside other office staff to ensure the smooth running of the office and quick efficient response to queries from parents, pupils, staff, members of the public etc.
- To carry out designated school fire evacuation role and adhere to fire evacuation procedure in the event of a fire and during a fire drill

Administration Duties

- Routine word processing, as and when required
- Assisting with the maintenance of the school's confidential computerised database of information (Management Information System) on pupils, and producing reports or letters as required
- Assisting in the maintenance of the school's filing and archiving systems
- Assisting in generating statutory and non-statutory reports and returns to the Local Authority and government e.g., DfE as required, in a timely manner, meeting deadlines
- Maintaining the Arbor school diary.
- Updating and maintaining the school website.
- Dealing with routine correspondence – opening all non-confidential post and distributing all incoming mail and recording and posting all outgoing mail.
- Assisting with home-school communication.
- Providing administrative support e.g., photocopying, filing, e-mailing, completion of routine forms etc.
- Updating manual and computerised records e.g., Arbor as required.
- Assisting with arrangements for visits e.g., school nurse, photographer etc.
- Maintaining the school notice board ensuring all relevant information is displayed and removed when no longer needed.
- Monitoring the office email mailboxes on an ad-hoc basis

Other duties and accountabilities

- Promoting the school and its profile to a range of audiences as an articulate ambassador in all circumstances.
- Continuing to raise the positive profile of the school in the local community.
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the School Business Leader.

- Ensuring compliance with our responsibilities as laid out in the Equal Opportunity Policy and taking an active role in promoting equality and diversity.
- Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events.
- To deliver the service effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Selection Criteria - Knowledge, Skills and Experience

Role requirements	Essential	Desirable
Excellent interpersonal skills and ability to respond sensitively to others.	✓	
Able to work well both as part of a team and independently, demonstrating initiative and working without close supervision	✓	
Ability to effectively communicate successfully both verbally & in writing information at an appropriate level, and suitable style, having assessed the audience	✓	
Ability to establish good working relationships with colleagues, parents and other professionals involved with supporting children	✓	
Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines		✓
Follow relevant policies, procedures and regulations	✓	
Successful experience of working in a busy office environment, preferably in a school	✓	
Successful experience of working on a school information system i.e., Arbor	✓	
Confident user of computers and management information software and systems commonly used in schools	✓	
Commitment to ongoing professional development and willingness to attend relevant training sessions	✓	

Qualifications

Role Requirements	Job specific examples (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE A-C level standard (or equivalent qualifications) which sufficiently demonstrate the numeric and written skills required.		✓	
Experience of dealing with confidential/sensitive information		✓	
Proficient in the use of a range of IT software packages		✓	

Other Requirements

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date