



JOB DESCRIPTION

Job Title:	Admissions and Student Information Co-ordinator
Grade:	F
Hours:	37 hours pw, 40.4 weeks pa Working term-time plus 5 inset days, plus 7 additional days to include 2 days in each of the weeks that A level and GCSE results are published in August each year (the day before the results days and the results days)
Responsible to:	Operations Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Leadership team, teaching and support staff, students <u>External:</u> Local authority admissions/representatives, other schools and colleges, parents, governors, visitors to the school

Main Purpose of Job

To be responsible for the provision of an efficient and professional admissions process and administration of the Schools Information Management system (SIMS) with regard to student information. To support in the management and administration of appropriate student data systems, flows, communication and reporting.

To be responsible for supporting with other administrative and organisational processes within the school as required. To contribute to the wider administration functions; understanding the roles of colleagues and providing support when required.

Duties and Responsibilities

1. To undertake the necessary administration to ensure a smooth admissions process for all admissions:
 - liaise with the local authority Admissions Team and other relevant agencies and staff including utilising the School Access Module (SAM);
 - advise prospective parents regarding the procedures for applying for admission and arranging appointments to visit the school;
 - liaise with the Headteacher, Leadership and Heads of Year with regard to admission enquiries, communicating as necessary with parents;
 - support Head of Year 7 with the admission arrangements for new intake;
 - liaise with previous schools of new admissions to obtain school records and relevant progression/attainment data;
 - checking and issuing, where necessary, of Unique Pupil Numbers (UPNs), Unique Learner Numbers (ULNs), timetables, etc.;
 - ensuring new student start date processes are managed to allow for a successful start for students;
 - collation of new student files.
2. To undertake the necessary administration associated with students leaving the school, ensuring records are forwarded appropriately.
3. To ensure that student records are maintained appropriately and accurately, ensuring confidentiality with such records. Liaising and communicating with relevant parties to ensure the collection of data as required.
4. To ensure that all data on SIMS and other school data systems and files remain up-to-date and all information retained meets the Data Protection legislative requirements. This is essential for preparation of termly Census submissions to Department for Education.
5. To administer relevant data management systems including compiling and reporting on attainment data (pre and post exam periods/assessment periods).
6. To support data management through liaison with the Leadership team and Heads of Departments on data collection expectations, guidance and reporting deadlines.
7. Approving staff access to data management systems and managing data permissions in line with Data Protection guidance. Liaising with third party data processors in ensuring the effective use of data management systems.
8. Supporting the exams officer with exams administration during the exam period.

9. Being proactive in identifying areas that can be improved, making relevant suggestions and recommendations which could streamline processes with respect to assigned responsibilities.
10. To be responsible for the provision of weekly school population analysis and exclusion data as required.
11. To be responsible for the completion of returns (Census), reports and statistics as required by the LA and/or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
12. To undertake administrative support in respect of curriculum set changes and new student timetables.
13. To monitor and administer Free School Meal take up and provision, liaising with parents, finance and other relevant staff in resolving queries or concerns.
14. To provide a professional and confidential administrative service for the school including correspondence, reports, publications and other documents as required. To include delivery of information to parents and other stakeholders using various communication systems.
15. To support the school reception team; including taking calls, receiving visitors and dealing with parental enquiries as required.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: October 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: Admissions and Student Information Co-ordinator

Department: Operations

Attributes	Essential	Desirable	How identified
Relevant Experience	<p>Reasonable practical experience of working in an administrative environment</p> <p>A good level of experience using Microsoft Office and other software applications</p> <p>Experience of working in a confidential environment</p>	<p>Experience of working with data</p> <p>Experience of SIMS</p> <p>Experience working in an administrative role within a school/college environment</p>	Application form/ interview
Education and Training	GCSE English and Maths at level 4 or above, or equivalent	<p>Attainment of level 3 qualifications or equivalent</p> <p>NVQ level 3 in business administration</p> <p>OCR level 2/3</p> <p>Relevant admissions training</p>	Application form
Knowledge and Skills	<p>An understanding of GDPR</p> <p>Strong working knowledge of MS platforms including</p>	Knowledge of the school admissions process	Interview

	<p>Word, Excel and Teams</p> <p>Good record maintenance skills including information retrieval</p> <p>Numeracy and literacy skills</p> <p>Excellent communication skills</p> <p>Excellent organisational skills</p>		
<p>Any Additional Factors</p>	<p>Able to prioritise between different demands, to work to deadlines, and to self-motivate</p> <p>Ability to work independently or as part of a team</p> <p>Accurate with good attention to detail</p> <p>Professional, tactful and sensitive</p> <p>Discreet and confidential</p> <p>Comfortable working with young people</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>		<p>Interview</p>

Date Updated: October 2024