



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	School admissions administration assistant
Grade / Salary:	NJC SCP 4-6: FTE £23,114 – £23,893
Hours:	12 hours per week, which may be worked flexibly e.g. 3 half days (+ possibility of increased hours at busy times of year); term time only

Purpose of Job:

The post holder will be responsible for:

- To assist with the administration of the entrance examination and year 7 admissions to the School
- To assist with the School's waiting lists for places in other year groups
- To assist with organisation of school events including Outreach events Open Evenings and other school events.

Reporting to: Admissions officer

Main Duties and Responsibilities of the Role:

Entrance Examination and Year 7 admissions:

- Assist with website updates
- Help maintain databases and online system for applications
- Collate data for finalised applications, identifying duplicates/errors
- Liaise with parents over test details and queries
- Liaise with Clerk to the Governors over SEND pupils' arrangements.
- Liaise with SEND team and Educational Psychologist.
- Assist with organisation of main entrance exam for the school.
- Attend and assist at entrance test for the school, as well as additional testing such as the late entrance test.
- Assist with the preparation of rooms, question booklets and answer sheets and account for each on collection
- Assist with OMR papers and return to the exam board
- Assist with comprehensive checking of databases.
- Assist with distribution of results to parents
- Assist with the preparation information for appeals
- Assist with the list of preferences from LA for applications to the school
- Assist with the Offers and waiting list, including the preparation and issue welcome letter / email to parents offered places
- Confirm acceptances / declines.

Admissions and exams for other year groups:

- Deal with parent enquiries
- Collate and maintain mid-year waiting list.
- Liaise with the LA
- Arrange for candidates to be tested once vacancies arise
- Assist with the maintenance of the relevant webpages containing information on admissions, open events and school applications

Marketing and promotion:

- Assist with the preparation for open events, including:
 - a) Producing building plans and guides
 - b) Arranging departmental locations and materials
 - c) Arranging guides and helpers
 - d) Preparing paperwork and promotional material

- e) Liaising with other member of staff and students.
- Assist with administration and refreshments relating to the set up of the primary school outreach scheme

General Responsibilities:

To play a role, under the overall direction of the Headmaster, in:

- f) creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- g) contributing to the overall ethos and high academic achievement of the School;

This includes:

- h) being an active member of the School community
- i) providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- j) ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- k) ensuring that the School community has the right information at the right time to enable an excellent service;
- l) contributing to the ethos of the School by participating in and leading on enrichment activities;
- m) taking on relevant responsibilities that are both essential or add value to the School community, for example accompanying school trips, or becoming a First Aider and / or Fire Warden;
- n) being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- o) being a professional role model with a clear understanding of tolerance and the importance of diversity;
- p) developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- q) attending and participating in meetings, as required;
- r) regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- s) consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- t) managing own workload and that of others to allow an appropriate work / home life balance;
- u) undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- v) to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- w) to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- x) to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

Person Specification:

Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To be able to establish and develop good relationships with all involved in the School community, including outreach schools, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

Skills:

- To have excellent ICT and data entry skills, especially using Excel spreadsheets;
- Strong numeracy skills
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation, including parents and pupils

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of working in an Examinations or Admissions role, or transferable skills to do so;
- To have experience of using management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.