



Job Description

Job Title	Senior Admin and Admissions Officer
Working Hours:	35 hours per week, term-time only plus 5 days
Salary:	S01
School:	John Perry Primary School
Reports to:	School Business Manager (SBM)
Contract type	Permanent
Responsible for:	Administrative staff as delegated
Number of Posts Supervised/Managed:	3

Job Description: Senior Administrative & Admissions Officer

John Perry Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

To provide a senior, efficient and professional administrative and admissions service that supports the smooth day-to-day running of John Perry Primary School. The postholder will coordinate key administrative systems and processes and have responsibility for the school's admissions administration, acting as a key point of contact for prospective and new families.

The role will provide guidance to the wider administration team, support the School Business Manager and leadership team, maintain accurate pupil and school records, and ensure that administrative and admissions processes are delivered accurately, efficiently, confidentially and in accordance with school and local authority requirements.

Key duties and responsibilities

Senior administration and office coordination

- Coordinate the effective day-to-day operation of designated school administrative functions and provide senior support to the wider office team.
- Provide a professional, welcoming and responsive first point of contact for parents, carers, pupils, staff, governors and visitors.
- Provide day-to-day guidance to administrative colleagues and help ensure consistent office procedures are followed.
- Assist with the induction and training of new administrative staff and support colleagues in using school systems.
- Contribute to the review, development and improvement of administrative processes, procedures and templates.
- Help ensure the office team provides a consistently professional, helpful and confidential service.

- Monitor shared administrative systems, correspondence and routine enquiries, ensuring matters are dealt with promptly or referred to the appropriate colleague.
- Prepare letters, reports, spreadsheets, forms, meeting papers and other documentation as required.
- Organise meetings, parents' evenings, school events and other activities, including rooms, equipment and refreshments where appropriate.
- Coordinate routine administrative arrangements for school trips and activities, working with relevant staff to ensure required documentation is completed.
- Maintain effective filing, scanning, photocopying, post and document-management systems.
- Support end-of-year administrative processes, including pupil and staff record rollover and preparation for the new academic year.

Admissions

- Have overall day-to-day responsibility for the administration of the school's admissions process.
- Act as the first and continuing point of contact for prospective parents/carers from initial enquiry through to enrolment.
- Administer admissions in accordance with the school's admissions arrangements, local authority requirements and relevant school procedures.
- Process applications for Nursery, Reception, in-year admissions and other points of entry as applicable.
- Maintain accurate records of applications, offers, acceptances, refusals, waiting lists, transfers and leavers.
- Check admission documentation and follow up missing information, ensuring records are complete and accurate.
- Arrange and coordinate visits for prospective families and provide appropriate information about the school.
- Prepare and issue admissions correspondence, welcome information, forms and admission packs accurately and within required timescales.
- Coordinate arrangements for new starters, liaising with teachers, leadership and relevant support staff to ensure a smooth transition.
- Support the administration of appeals, out-of-year-group applications and other admission matters, referring complex issues to the appropriate senior officer.
- Support Year 6/secondary transfer administration and ensure relevant information is completed and submitted within required timescales.
- Coordinate pupil transfers and leavers, including the secure transfer of records and Common Transfer Files (CTFs) where applicable.
- Liaise with the local authority and other relevant agencies regarding admissions and pupil movements.
- Maintain an accurate overview of pupil numbers, available places and waiting lists and provide information to the School Business Manager and leadership team as required.

Pupil records, MIS and data

- Maintain accurate pupil records, including contact details, admission information, permissions and relevant documentation.



- Update the school's MIS and other relevant systems promptly following admissions, transfers, changes and leavers.
- Support end-of-year MIS rollover and preparation of pupil records for the new academic year.
- Assist with pupil census returns and other statutory or school data submissions as directed.
- Produce admissions and pupil-number information and reports for the School Business Manager and leadership team.
- Maintain confidential records in accordance with data protection requirements, the school's retention arrangements and information-security procedures.

Communication and customer service

- Provide a professional, helpful and welcoming service to parents/carers, prospective families and visitors.
- Respond to admissions and general enquiries by telephone, email and in person, ensuring enquiries are answered promptly or referred appropriately.
- Communicate clearly with families about admission requirements, documentation, visits, start dates and transition arrangements.
- Liaise effectively with teachers, leadership, office colleagues, local authority officers and other external agencies.
- Prepare and update standard admissions communications, information packs, forms and parent correspondence.
- Support approved school communication systems where required.

Finance, resources and procurement

- Support the School Business Manager with routine financial and administrative processes, maintaining accurate records for audit purposes.
- Support purchase orders, invoices, payments, refunds and other financial administration in accordance with school procedures and delegated authority.
- Monitor office supplies and stock, placing orders as authorised and seeking value for money.
- Use relevant school systems, including Access and Arbor Finance where required, in line with training and delegated responsibilities.
- Maintain records relating to service contracts, licences, subscriptions and other administrative resources as directed.

HR and compliance support

- Provide administrative support for recruitment and safer recruitment processes, including arranging appointments, collating documentation and monitoring completion of required checks.
- Maintain confidential staff records and support routine absence, leave, training and personnel administration as directed.
- Support compliance with school policies, data protection requirements, record retention arrangements and information-security procedures.
- Handle confidential and sensitive information appropriately and only disclose information to authorised individuals.

**Safeguarding, health and safety and pupil welfare**

- Promote and safeguard the welfare of children and young people and follow the school's safeguarding and child protection procedures.
- Follow the school's health and safety procedures and report hazards, incidents or concerns promptly.
- Support reception and visitor-management procedures, including appropriate checks and signing-in arrangements.
- Provide appropriate administrative support for pupil welfare, first aid and medication arrangements in accordance with school policy and training.
- Maintain confidentiality when dealing with sensitive pupil, family and staff information.

General responsibilities

- Participate in appraisal, professional development and relevant training.
- Promote equality, diversity and inclusion and comply with the school's policies and staff code of conduct.
- Work collaboratively with colleagues and contribute positively to the ethos and values of John Perry Primary School.
- Undertake other duties appropriate to the level of the post, as directed by the Headteacher or line manager.

This job description is illustrative of the general nature and level of responsibility of the role and is not an exhaustive list of duties. The postholder may be required to undertake other appropriate duties within the context of the role and grade, as directed by the Headteacher or line manager.

Post Holder's Name: _____

Post Holder's Signature: _____

Date: _____

Headteacher / line manager's Name: _____

Headteacher / line manager's signature: _____

Date: _____



Person Specification: Senior Administrative & Admissions Officer

Criteria	Essential	Desirable
Qualifications and training	Relevant Level 3 qualification in Business Administration or equivalent experience; good standard of English and mathematics.	Relevant school administration, admissions, finance, HR, safeguarding or first-aid training.
Senior administrative experience	Experience of working in a busy administrative/office environment; experience coordinating administrative processes and supporting colleagues.	Experience in a primary school or education setting; experience providing guidance to other administrative staff.
Admissions experience	Experience of handling applications, maintaining accurate records, communicating with families and working to deadlines.	Experience of school admissions, waiting lists, appeals, transfers, CTFs or local-authority admissions processes.
Pupil records and MIS	Experience maintaining accurate records and using databases or information systems; ability to learn and use school MIS systems.	Experience using Arbor, SIMS or another school MIS and online admissions systems.
IT skills	Confident use of email, word processing, spreadsheets and databases; competent use of standard office equipment.	Experience of Arbor MIS, Access, Arbor Finance or similar school systems.
Communication	Excellent written and verbal communication; professional, approachable and able to deal sensitively with parents/carers.	Experience liaising with local authority officers, governors or other external agencies.
Organisation	Highly organised, accurate and able to prioritise competing demands and meet deadlines.	Experience managing a high-volume administrative or admissions workload.
Finance and resources	Understanding of basic financial administration, purchasing and record keeping.	Experience of school finance systems, procurement and audit requirements.
Safeguarding and confidentiality	Understanding of safeguarding and the importance of confidentiality, data protection and secure handling of pupil information.	Relevant safeguarding and/or data-protection training.
Personal qualities	Reliable, proactive, discreet, calm under pressure, flexible, approachable and able to use initiative; strong attention to detail.	Positive approach to change, service improvement and supporting colleagues.