



## St Ursula's Convent School A Humanities College and Teaching School

<b>TITLE</b>	<b>Admissions &amp; Admin Officer</b>
<b>SCALE</b>	Scale 5, sp. 1
<b>WORKING PATTERN</b>	Part Time
<b>RESPONSIBLE TO</b>	<b>Office Manager</b>

### PURPOSE OF JOB

The Admissions & Admin Officer is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders.

The Admissions & Admin Officer will be responsible for managing the Year 7 and In-Year admissions process, including the maintenance of waiting lists and accurate records, and for managing the Year 11 and In-Year leavers process.

The Governors of St Ursula's expect all employees to have a full commitment to the Council's Equal Opportunities Policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated within the service to staff, the students, their parents and carers.

### MAIN TASKS & RESPONSIBILITIES:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"><li>• Is aware of and understands the school Vision, Mission and Values</li><li>• Can clearly describe how St Ursula's School fits into the Ursuline Catholic family</li></ul>

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> <li>• To build relationships with all school stakeholders</li> <li>• To be responsible for ensuring the delivery of a timely, confidential, administration service to the Office Manager</li> <li>• To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints</li> <li>• To help and support members of the admin team to do their jobs efficiently and effectively</li> <li>• To support the production and administration of the annual school timetable, liaising with the member of SLT responsible for Curriculum</li> <li>• To administer the preparation of Y11 references, distributing to schools and colleges, in line with school procedures. This includes providing 'pre-check' companies with references and exam grades for leavers</li> <li>• Continuously drive improvement in administration, practice and delivery</li> <li>• Assist with and help manage the medical room and all elements associated with it, including pupils, stock etc.</li> <li>• To undertake various other administrative tasks as required</li> <li>• To make independent decisions as issues arise</li> <li>• To operate office and IT equipment, systems and programmes</li> <li>• To exercise judgements to ensure the SLT are supported in their roles and the Head Teacher is always fully briefed</li> <li>• To have due regard to the school's Health and Safety policy and the provisions of the Health and Safety at Work legislation</li> <li>• Commitment to implementation of the school's equal opportunities policy</li> <li>• To undertake any other responsibilities which the Head Teacher may reasonably require</li> <li>• To uphold the Catholic ethos of the school</li> </ul> <p style="text-align: center;"><i>The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.</i></p>

Accountability	Key activities
Admissions	<ul style="list-style-type: none"> <li>• Working closely with the Headteacher and other key members of staff, manage the school's Year 7 and In Year admissions process and the year 11 and In Year leavers process</li> <li>• First contact for answering all general admission queries for Years 7-11 by phone, email or letter from prospective Year 7 parents and casual in year admission (other year groups).</li> <li>• Liaise with LA Admissions on changes or queries with regard to the school's admissions procedure or policy</li> <li>• Effectively manage the school's In-Year waiting lists and testing process and liaise with the Headteacher on any potential offers.</li> <li>• Working closely with other members of staff, co-ordinate and attend the school's annual Open Events, Induction Day and New Parents' Induction Evenings</li> <li>• Ensure new student data is gathered and entered into SIMS in an efficient and timely manner, ready for Year 7 intake in September</li> <li>• Ensure SIMS is kept up-to-date throughout the year to reflect any student changes</li> <li>• Organise tours of the school for prospective pupils and their families throughout the year</li> <li>• Retain accurate records in accordance with the school and statutory retention policies</li> <li>• Liaise with the Appeals Clerk on all aspects of admissions appeals</li> <li>• Co-ordinate any required paperwork and data for the Clerk and Headteacher</li> <li>• Oversee the on-site arrangements for the Appeal hearings</li> <li>• Co-ordinate any resultant paperwork and offers</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• To fully take part in the school's performance management system</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• To use computerised management information systems and/or paper-based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of the SIMS package used for attendance)</li> <li>• To use, develop and maintain accurate and up-to-date school databases to retrieve, enter, extract and output information</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• Maintain the retention of staff and pupil data in compliance with the 2018 (GDPR) Data Protection Act</li> <li>• All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the school's procedures, or use personal data held on others for their own purposes</li> </ul>

Accountability	Key activities
Health and Safety	<ul style="list-style-type: none"><li>• Hold personal responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public</li></ul>

*This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.*

<b>Personal Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION/QUALIFICATIONS</b>		
Minimum of Maths and English GCSE at Grade C or equivalent	✓	
Good numeracy/literacy skills	✓	
A record of Continuous Professional Development		✓
<b>KNOWLEDGE AND EXPERIENCE</b>		
Minimum 2 years' experience in a school office / busy administration department		✓
Experience of School Admissions administration		✓
Experience of dealing effectively and conversing in a professional, friendly manner		✓
Experience of use of Microsoft Office, including Excel, Word, Outlook and other IT software	✓	
Experience of providing excellent customer service and deal with difficult enquiries appropriately, able to stay calm	✓	
Ability to work on own initiative and contribute to the effective working of a close team	✓	
Experience of undertaking a range of administrative tasks	✓	
Have a working knowledge of SIMs and Google documents		✓
An awareness and understanding of safeguarding responsibilities of all adults who work with children	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Strong IT skills including use of Word, Excel, Outlook and database entry		✓
Able to work effectively under pressure and to tight deadlines	✓	
Ability to complete work to a high standard, with accuracy	✓	
Excellent timekeeping, time management and attendance	✓	
Be able to think creatively to help solve problems	✓	
Excellent organisational ability	✓	
Prioritise, plan and organise your own workload and meet deadlines	✓	
Calm and focussed under pressure	✓	
Ability to communicate effectively with all staff, parents and pupils	✓	
Maintain a professional image and be able to always respect confidentiality	✓	
Build and maintain effective relationships within the admin team, school environment and the local community	✓	
Ability to be flexible where necessary, including out of hours working on occasion	✓	
Willing to learn and undertake training	✓	
Committed to carry out role to best of ability	✓	