



Admissions and Administration Officer, Slough

Salary: LEVEL 4 SCP 8 - £20,871

Contract type: Full Time

Contract term: Permanent

Date Posted: 28 Aug 2020

Closing date: 9 Sep 2020

Start date: As soon as possible

Grove Academy is an exciting new all-through free school that opened in September 2017 when we welcomed our first cohort of student. We will continue to grow every year until the academy is fully subscribed in 2023.

We are excited to be moving into our brand new £27m build in Chalvey in December 2020.

We are looking for an enthusiastic and experienced Admissions and Administration Officer to assist with all aspects of the development and effective operation of the admissions and administration functions within the school. The successful candidate will have experience in school admissions and will be a happy, caring and enthusiastic person who will work closely with the office manager to deliver professional administrative support in the main office and provide a warm welcome to visitors.

The successful candidate will:

- Undertake all duties associated with the admission of children to the school and with the transfer of children to other schools.
- Liaise with Slough Borough Council admissions team.
- Maintain the admissions register.
- Prepare the on/off return.
- Update all systems including the MIS system.
- Organise and file all admissions documentation.
- Monitor the admissions inbox.
- Respond to all admissions queries whether face to face, on the phone or in writing.
- Work with the admin team to provide effective administrative support to the school.
- Undertake First Aid training.
- Undertake any other reasonable duties.

What can we offer you?

- A great place to work where you will feel valued for your hard work.
- CPD to further develop your skills.
- The unique experience of working in an all-through school.

We are looking for someone who:

- Has relevant school admissions experience.
- Has worked in a busy office environment.

The successful candidate will join a supportive team of staff who are committed to helping students achieve their highest potential.

Applications are welcome from all suitably qualified candidates regardless of gender, ethnicity or disability.

For further information and an application pack please email Carolyn Daniel at c.daniel@dittonparkacademy.co.uk or visit our website www.groveacademy.co.uk

Closing Date: Wednesday 9th September 2020

The academy reserves the right to change this date and to close the vacancy early.

Applications will only be accepted from candidates who complete, in full, the application form. CV's will not be accepted in substitution for a completed application form.

Grove Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff will be subject to an enhanced DBS disclosure.