

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Admissions & Administration Officer	SALARY: Level 4 SCP 8 - £20,871 per annum
CONTRACT: Full time	RESPONSIBLE TO: Office Manager

Admissions
<ul style="list-style-type: none">• To undertake all duties associated with the admission of children to the school.• Liaise with Slough Borough Council admissions team.• Maintain the admissions register, prepare the on/off return and deal with any queries that may arise.• Update all systems including the MIS system and payments system.• Undertake duties associated with the transfer of children to other schools.• Do CTF's and send files and pupil paperwork to other schools and agencies.• Follow the CME procedure.• Work with the SENCO, phase leaders and senior leadership team to arrange effective transitions.• Lead admission tours for prospective parents.• Organize and file all admissions documentation.• Respond to all admissions queries whether face to face, on the phone or in writing.• Monitor the admissions inbox and promptly respond to all queries.• Provide accurate advice on admissions procedures.

Administration
<ul style="list-style-type: none">• Work with the admin team to ensure the effective operation of the academy office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.• Provide efficient administrative support to the academy's senior leadership team (SLT).• Support your line manager in maintaining communication with governors, professional bodies, outside agencies, other academies and organisations etc.• Support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.• Update information held on academy's database including student and staff records, emergency contacts and data required for the completion of returns, for example, for the DFE.• Assist in the preparation of reports as required by line management and external bodies.• Assist in the setting up and maintenance of archive files and historical data.• Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and within required deadlines.• Ensure compliance within the academy of data protection regulations.• Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.• Deal with correspondence promptly and as required.• Any other reasonable duties.

General
<ul style="list-style-type: none">• Attend academy events & participate in academy emergencies as required.• Attend training sessions and meetings as required• Keep up to date with developments and changes to academy policies and procedures.• Undertake first aid training and responsibilities as required.• Provide cover for absent colleagues.

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PERSON SPECIFICATION

Admissions & Administration Officer

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
GCSE to level C in English and mathematics or equivalent (minimum)	Yes		A
NVQ3 in admin or equivalent		Yes	A
KNOWLEDGE AND EXPERIENCE			
Admissions experience gained in a school or education environment	Yes		A
Office/administration experience commensurate with post	Yes		A
SIMs experience	Yes		A
Good ICT skills including databases, spreadsheets and the Microsoft programmes and the ability to support and train colleagues in the use of such programmes	Yes		A
Knowledge of Every Child Matters and safeguarding procedures	Yes		A I R
SKILLS AND ABILITIES			
Able to work on own initiative and prioritise workload	Yes		A I R
Able to work to tight deadlines	Yes		A I R
Able to communicate clearly and effectively in writing and verbally	Yes		A I R
Able to respond to a wide range of enquiries	Yes		A I R
Good record maintenance skills including information retrieval	Yes		
Accurate and quick data input skills	Yes		I
Able to analyse data and extract reports and other information to be used by others	Yes		
Awareness of the need for confidentiality	Yes		A