

Job Description

Job Title: Admissions Administrator

Grade: Band F (Points 7 - 12) (salary details at appendix 2)
Hours: 37 hours per week, 41 weeks per year
Reporting to: Admin & Planning Manager
Department: Admin

Main Purpose of Job

- Lead on the processing of all in-year school admissions for year groups 7 – 11.
- Lead for Y6 Transition admission of 350+ new students and admin for Induction Days, parents evening and visits
- Lead on processing Leavers from school roll, ensuring correct legal documentation completed, stored and all departments informed
- To manage and process in-year admissions Appeals across year groups 7 - 11
- As part of the Admin Team provide effective support for our students and staff.
- To provide administrative support or cover which may include, but is not restricted to, reception, the attendance support room (ASR), and reprographics.

Main Duties & Responsibilities

Admissions and Transition

- Lead on the processing of all student in-year admissions and leavers for year groups 7 - 11, transition and induction days
- Administer the school's admission forms and request sufficient legal identity documents to create Bromcom profiles for each new student onboarding ParentMail, MCAS, FSM, Helpdesk for student login information, Safeguarding team, Attendance and Finance
- Assign appropriate College, Tutor group, side of year group and option availability
- Set up class enrolment and create timetable – share with all relevant parties in a timely manner
- Manage leaver roll removing students from Bromcom and ensure appropriate legal documentation has been received and MStored to remove from roll
- Inform all departments of leavers and communicate to WCC via termly Pupil-Tracking Spreadsheet, upload CTF's to DfE School to School portal and ensure WCC Admissions Team have correct attendance data.
- Lead on transition administration
- Ensure school website is up to date with correct guidance for parents/carers
- Responsible for the Annual update of Admissions Handbook and admissions form
- Organise the Transition visits to the local Primary Schools for the Transition Leaders
- Provide administrative support for the on-site Transition Days creating registers, organising site team to set up registration area, ensure College Leaders have all resources for activities, coordinate any provision of FSM.
- To deal with communication from parents via phone, email or in person
- Support with Sixth Form admissions
- Produce and circulate communications for various internal and external stakeholders
- Take prospective parents and students on tours of the school
- Coordinate the annual review of the Admissions Policy

Administration

- Process statements for in-year appeals providing and coordinating up-to-date information on whole school, number of SEN, PP, FSM students including LAC, CIN, CP and any Early Help or external agency involvement
- Prepare correspondence and communications to parents and carers via Groupcall
- Assist in the administration of Parents' Evenings and other events
- Make and receive calls with parents and external agencies and deal with these as appropriate
- Ensure effective upkeep of the school databases, updating and archiving data as applicable.
- To deal with general welfare concerns and enquiries from students, parents and external agencies, signposting students to the relevant department or member of staff
- Produce summary reports via the MIS (Bromcom) and Excel
- File management of student records which includes both paper and electronic methods
- Appropriate and regular archiving, according to guidelines within MStore
- Produce bespoke business documents to a high standard
- Proof reading
- Copy writing
- Prepare post for despatch and deliver incoming post to staff pigeonholes
- Provision as a first aider for the school

Cover

- Cover for other members of the Admin Team on their days off to ensure a high-quality level of admin cover is provided all week
- Cover Reception as necessary
- Cover the Attendance Support Room (ASR) as necessary

Other Duties and Responsibilities

To support the wider team with administrative duties as appropriate.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

School Administrator

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week based on 8:15am to 4:30pm Monday to Thursday, 8:15am to 3.35pm Friday, with a 40-minute unpaid break.

When working 6 hours or more an unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager and in collaboration with other colleagues to ensure the department is covered.

Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 41, comprising 38 weeks of school term, 5 separate staff learning days and 2 weeks during the summer break for administrative tasks.

These two weeks must include GCSE results day and summer school (exact hours to be agreed with Admin & Planning Manager).

Staff working less than a 37-hour week will work pro-rata staff learning day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band F (points 7 - 12) is within the range £26,403 to £28,598 per annum paid pro-rata to the hours and weeks worked. Actual salary for hours and weeks worked is calculated as £24,047 to £25,630. Starting point depending on experience, qualifications and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.