

## **Job Description**

### **Admissions and Administration Assistant**

**Responsible to:** PA/Office Manager  
**Salary Grade:** Local Government Pay Scale 5, Point 9-12  
**Part time:** 37 hours per week, 41 working weeks per year (term time plus non-pupil days and 2 weeks working during the Easter and summer holidays)

#### **Job Purpose**

The purpose of this role is to provide proactive administrative and secretarial support to the Senior Leadership Team while serving as the lead coordinator for student admissions. You will be responsible for our school administration, from managing CPD and assembling rotas to ensuring every new student has a smooth start to their journey at Stanway.

#### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### **Key Responsibilities**

- To provide confidential secretarial and administrative support to the Deputy Headteacher (Curriculum)
- To maintain and keep the Deputy Headteacher's diaries and arrange appointments as necessary
- To use own initiative to deal with telephone calls and correspondence on behalf of the Deputy Headteacher
- To be responsible for the coordination of all admissions into Year 7, including the October, December and March updates
- To be responsible for mid-year admissions, including supporting Off Site Directions to and from Stanway
- To take minutes at meetings as required
- To arrange refreshments including lunches for visitors as required
- To open and distribute incoming post for the Deputy Headteacher for Curriculum
- Support the coordinating/organising of Open Evening and Open Week

- To assist the Deputy Headteacher in the administration of the Quality of Education monitoring schedule
- To be familiar with all software on the school administration network, including the Google suite in particular
- Together with Deputy Headteacher and/or Office Manager, plan and organise support staff training
- Coordinate training via National College for all staff, and maintain a log of all courses with expiry and renewal dates
- Assist the Deputy Headteacher in organising and implementing the Sept INSET Day and the Feb SIGMA Training Day
- Assist the Deputy Headteacher in the arrangements of CPD programmes for staff
- In collaboration with members of the SLT, support the organisation of the school's assembly rota including liaising with guest speakers, outside agencies and organisations
- To assist the general Admin Team in the day to day response from telephone calls, messages and the Student Services counter

### **General**

Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.