

Job Description

Database and Admissions Administrator

Salary: H5

Hours: Full time 37 hours per week, term time plus 2 weeks (to include the last week of the summer school holidays)

Contract type: Permanent

Location: Simon Balle All-Through School

Main Purpose of the Role

To provide efficient and effective administration of all aspects of student admissions, leavers, and database (MIS) management. The postholder will be responsible for maintaining accurate records, managing the admissions process, and supporting the school's commitment to data integrity and statutory reporting.

Key Responsibilities

- **Management of Arbor:**
Oversee and maintain the school's management information system (Arbor), ensuring data is accurate and up to date.

- **Admissions:**
 - Manage all admissions processes, including vacancies, in-year allocations, leavers, and continued interest lists.
 - Manage the School's Admission Arrangements including administering consultations as required.
 - Liaise with parents, local authorities, and external agencies as required.
 - To maintain a register of children's details to be admitted to the school
 - To maintain full and accurate student records including individual folders and ensuring the electronic files are kept up to date in a timely fashion.
 - To administer CTF's both incoming and outgoing
 - To be responsible for ensuring all primary and secondary transfer information are kept up to date and distributed in liaison with relevant staff members
 - To organise primary liaison visits with all feeder schools and relevant staff
 - To collate information relating to appeals for pupil admissions as and when required including Appeals statements

- **Pupil Records:**
 - Maintain accurate, confidential pupil records, both manual and digital.
 - Ensure all necessary paperwork and electronic records are completed for new starters and leavers.

 - **Class Lists & Timetabling:**
 - Prepare a new academic year calendar and complete the New Year set up process in the MIS ensuring a smooth transition from one academic year to the next.
 - Promote students into the new year structure incrementing their curriculum years
 - Set up and maintain registration, classes and year groups
 - Along with Timetabler, update and apply periodic and casual changes to courses within the MIS
 - Ensure classes are correctly set up in line with the school timetable.
 - Communicate regularly with Heads of Year (HoYs) and Heads of Department (HoDs) regarding class lists and any ongoing changes.

 - **Statutory Returns:**
 - Update management information systems and complete statutory returns as required including Primary Assessment Gateway.

 - **Other Duties:**
 - Support Heads of Year with Administration as required
 - Support the HR Manager with administration as required
 - Undertake any other administrative tasks as required by the school
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