



ASHLYNS SCHOOL

Job Description

Title of Post	Senior Administrator / Admissions Officer
Grade (including allowances)	H6-H7
Reporting to	School Business Director
Date	Late September 2026
Time / Hours	24 hours per week - term time plus three weeks
<i>Responsibilities include involvement in key school events, some of which are held in the evening. Apart from Ofsted inspections, all dates are known in advance.</i>	

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- To support the school's aims, ethos and values
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed periodically.

Duties Specific to the Post Holder

Senior Administrator

- Provide administrative support to the School Business Director and Deputy Headteachers
- Undertake project work on behalf of the SLT (Senior Leadership Team)
- Liaise with parents, students and outside agencies, dealing with items of a sensitive nature including confidential note taking
- Work with Headteacher's PA to ensure smooth running of Headteacher's and SLT's time
- Provide back-up for managing the Single Central Record and cover the Headteacher's PA when required
- Line management responsibility
- Contribute towards the delivery of events whilst continually looking to improve the quality and experience
- Promote the correct use of the school's MIS (Arbor), as well as other digital systems widely used by the administrative teams within school – identifying and providing training and advice, as necessary
- Assist in the administration and logging of data protection requests under the guidance of the Data Protection Officers. This involves organising and ensuring responses are collated, redacted and issued in compliance with best practice.

Admissions Officer, including transition

- Administer the admissions process for the school (Years 7 to 13): monitoring updates, overseeing the related procedures and documentation, and preparing for new students starting in-year and annual intake, working closely with Heads of Year, SLT and Sixth Form team
- Be the initial point of contact for parents seeking school places for their children; to work professionally with parents/carers
- Liaise with school, Council Departments and other internal/external agencies to assist parents and carers in obtaining a school place
- Enhance the transition process year on year, with the student and parent experience at the forefront
- Research, prepare and document the school's case for appeal
- Constantly review and comply with HCC's requests to update our Admission rules. Research, investigate and analyse comparable cases, the documentation of proposal options and brief the Headteacher and Governors.

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Advanced ICT training in Microsoft/Google programmes	X	
Experience		
4. Experience of running effective administrative and clerical systems	X	
5. Experience of using Arbor/School Information Management System		X
6. Working with children, young people, parents and families preferably within an education context		X
7. Working as a part of a team, as well as on your own initiative	X	
Knowledge		
8. Knowledge of school systems and procedures		X
9. Demonstrate an understanding of issues linked to confidentiality	X	
Skills		
10. Ability to communicate effectively both orally and in writing	X	
11. Ability to prioritise and meet deadlines	X	
12. Ability to use IT systems effectively to produce reports and record information	X	
13. Demonstrate an ability to cope with stressful/conflict situations	X	
14. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
15. The flexibility to adapt to changing workload demands and new school challenges	X	
16. Personal commitment to continuous self-development	X	
Personal Qualities		
17. Good role model	X	
18. Strong interpersonal skills	X	
19. Empathetic	X	
20. Energetic, creative and enthusiastic	X	
21. Co-operative, flexible and responsible	X	
22. Able to prioritise and work under own initiative	X	
23. Reliable, well organised and committed to high standards	X	
24. Accurate with a good eye for detail	X	
25. Able to maintain confidentiality		