



# Discovery Primary Academy – Job Description

## Front of House Admissions Officer

<b>Job Title:</b>	Front of House Admissions Officer
<b>Salary:</b>	Grade 7 starting point £ 24,489 per annum
<b>Report to:</b>	Academy Business Manager
<b>Working Hours:</b>	37 hours per week term time plus 5 days

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

### Main Purpose of Role:

To support the academy with pupil attendance, new starter admissions and leavers in year or at year end.

To provide a professional, welcoming, and efficient reception and information service to pupils, parents and visitors to the academy and to support the administrative and clerical service for the Academy.

To collate termly census and other time specific data across the academic year.

- Coordinate the in-year admissions process for Discovery Primary Academy from greeting parents with an interest in their children joining the academy to overseeing their first day.
- Liaise with senior staff relating to admissions and in-year transfers in and out of the academy as well as meeting with the Chair of the Local Governing Committee on a weekly basis to discuss new starters and leavers.
- Work closely with the local authority in connection with children missing in education, children leaving the city and absent children.
- To ensure all pupil records are administered for new starters and leavers and support with the Early Years team in preparation for the new intake of children into early years each year.
- To ensure the MIS system is accurate and up to date at all times in preparation for collecting census data and other timely data to support Headteacher reporting.
- To maintain filing systems in paper and electronic form.
- Ensuring all new starter paperwork is up to date and available for new families.
- Organise visits for new starter families wishing to view the academy.
- Manage day to day attendance information in collaboration with the Attendance Officer
- Communicate with parents of children that are absent or late in as well as ensuring registers are completed accurately and on time.
- To oversee all visitors to the academy including the coordination of healthcare professionals carrying out vaccinations, height and weight measuring and any other pupil related healthcare checks.
- Ensure a warm, professional, and effective reception of all visitors and telephone enquiries to the academy in accordance with standards and procedures required, ensuring all visitors are aware of the academy's safeguarding and health and safety processes.
- Create correspondence, documents, forms to support senior leaders, and other stakeholders.
- Support to maintain the academy's website and social media presence.
- Maintain a high degree of confidentiality as per Academy Policy
- Develop and maintain good relationships with Staff, Parent/Carers, Governors, representatives and external agencies in order to promote the objectives of the school
- Undertake any other duties consistent with the post.

### **Variation Clause:**

- This is a description of the job as it is constituted at the date shown. It is the practice of the academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of Academy in consultation with the post holder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
- **Flexibility Clause:**
- Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.