



TUDOR GRANGE ACADEMY SOLIHULL

ADMINISTRATOR (Admissions/General)

Job Description

NJC Grade 3 Points 5-6

FTE £25,583 – £25,989

Actual Salary £16,205 - £16,464

Permanent

25 hours per week

42 weeks per year (Term time + 3 weeks)

Mon – Fri 9.30am – 2.30pm

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

Specific Responsibilities

Admissions

- To organise the logistics of prospective parent and student visits, liaising with all key stakeholders regarding in-year applications.
- Deal with routine enquiries, providing general information about the admissions process, by phone, in person and by email, managing the admissions email account.
- To maintain a register of in-year starters and leavers.
- To support the senior leader responsible for Year 7 intake with the organisation of open day events and information evenings and attendance at said events.
- To organise the production of promotional materials and website literature.
- To follow admissions procedures and policies in terms of registration, gathering of information (data collection) and liaising with previous schools to obtain accurate records.
- To follow off-roll processes in terms of data sharing, liaising with the new school for safeguarding purposes.
- To ensure new admissions data is accurately entered onto the school's management information system, supporting the data manager with start of year and end of year processes.
- To be the point of contact for Solihull Local Authority Admissions department.
- To support the Principal with new starters via the fair access panel and managed moves.

General

- Website and calendar updates.
- Cover for receptionist lunch period and absences.
- Support with CENSUS and data collection periods.

HR and recruitment

- Filing of HR documents and support with maintaining records.
- Assist with recruitment administration, interview days and induction programme.
- Provide daily support to the HR administrator

Data and Bromcom

- Support with running, checking, testing and distributing progress reports.
- Room bookings
- Staff and student timetable and room changes
- Student option changes

Generic responsibilities

- To undertake any other administrative work as reasonably requested by the Principal.
- To support the data manager with other administrative work associated with the Year 7 intake on the school's management information system.

Line Manager

College Leader