



GREATFIELDS SCHOOL

Admissions & Attendance Administrator Job Description

School:	Greatfields School
Salary/Grade:	APT&C Scale 4 (point 7-10) pro-rata
Hours:	35 hours per week term-time plus two weeks
Contract type:	Fixed Term 1 year maternity cover
Responsible to:	Office Manager

Purpose of Job:

- To support the Office Manager in providing an efficient Admissions function for new students to the school.
- To provide a high quality administration support and contribute towards the smooth running of the school.

Key Areas of Responsibility

Admissions Administration

- Under the guidance of the Office Manager and School Business Leader, to manage and coordinate the Year 6/7 transfer as part of the PAN London scheme.
- Liaise with the local authority on admissions (in-year and year 6/7 transfer).
- Coordinate all casual admissions in liaison with the Local Authority, Office Manager and parents/carers.
- Arrange interviews relating to in-year admissions under the guidance of the relevant HOY.
- Assist with planning of school open events and induction days.
- Liaise with Data Coordinator to ensure relevant forms and information in relation to admissions are up to date and readily available on the school's website.
- Maintain electronic and manual records and information relating to new admissions and leavers.
- Liaison with primary schools in relation to all admissions, including paper and electronic transfer of pupil information.
- Assist with marketing and promotion of school.
- Acquire relevant information relating to free school meals to ensure new pupils receive entitlement on arrival and liaise with catering manager.
- Supervise the management of cashless catering system for school meals.
- Analysis of data/information and production of reports in relation to admissions.
- Under guidance of HOY and Deputy Headteacher assign and produce timetables for new joiners.
- Carry out end of year procedures / timetable allocations / on & off rolls.
- Assist in the production of census returns.

Attendance

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Build and refresh knowledge of the school's MIS and other relevant systems.





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Other

- To ensure that the environment is well-ordered, safe and professional.
- Ensure that the school's Health and Safety Policy is followed.
- Provide reception cover in the event of staff absence and breaks.
- Administer first aid as an identified first aider in school and maintain relevant first aid qualifications.
- To provide cover for school main telephone lines, ensuring they are answered at all times.
- To administer deliveries and receipt of goods.
- To ensure adherence to GDPR compliant processes and procedures.
- To carry out any other reasonable tasks as required by the Office Manager, School Business Leader or Headteacher.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to present themselves and to act in a professional manner at all times.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

