



St Gabriel

the Archangel

Catholic Multi-Academy Trust

ADMISSIONS OFFICER

Job Description

Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

St Gabriel the Archangel Catholic Multi-Academy Trust

Job Summary

To be the main point of contact for new and in year admissions.

The Admissions Officer will be responsible for efficient administrative processes, maintaining detailed, accurate records and implementing all aspects of the admissions processes for applications, from the initial enquiry through to registration, assessment, outcome and enrolment.

The Admissions Officer is required to liaise with parents and ensure the smooth transition of pupils into St Edmund's. Deal with all admissions queries from all relevant internal and external parties.

Key Responsibilities

Ensure all admissions are actioned as per the admissions criteria, processes and policies.

- To be responsible for all aspects of new admissions.
 - Responsible for maintaining an accurate database for all new intake admissions.
 - To be the main point of contact for admission queries
 - Responsible for measuring distances and ranking applications
 - Creating spread sheets and collating figures
 - Ranking admissions and submitting to the Local Authority (LA)
 - On receipt of list, sending out offer letters electronically with New Entrants Forms and maintaining a waiting list (after offer)
 - Liaising with LA regarding refusals, extra places offered.
- Produce and supply information for transition/summer school, and assist the Y7 transition lead.
 - Collate data from primary schools
 - Collate responses for summer school
 - Email the new intake, including links to welcome evening booking, medical permissions and summer school.
- To be responsible for all aspects of in year admissions.
 - Liaising at Admission meeting with Governors and Principal – putting admissions before Governors, talking through categories for approval and minute these meetings
 - Request any relevant documentation/files from previous schools and outside agencies for the pre-admissions meeting.
 - Responsible for arranging in year meetings with prospective pupils and their parent/carers liaising with SENCO, EWO and outside agencies as necessary and providing necessary paperwork

- Responsible for co-ordinating the logistics of a new starter with relevant departments, LA and parents to ensure a smooth transition. Arranging the induction paperwork, booking slots with HOY's and AHOY's and producing a timetable.
- Ensuring admissions documentation is kept up to date and uploaded to the academy website and sent to the LA.
- Liaise with the IT department to update and maintain the online SIF.
- Responsible for collating Admission Forms and chasing errors, copying/returning/chasing baptismal certificates/ SIFs and CAF 1s
- Attending Open Evening/Mornings and New Intake Evening and advising on admissions
- Arranging additional tours for prospective parents when they are unable to attend open mornings.

Appeals

- Responsible for collating all appeal forms and liaising with Diocesan Education Service to set up hearings
- Arranging the Appeal Panel and issuing all relevant paperwork
- Acting as point of contact for Principal/Panel during Appeal hearing
- Arranging hospitality on appeal days for the appeal panel/staff if required.
- Arranging for appeal panel members expenses to be paid.
- Produce representative statements on appeals in conjunction with the admission committee.
- Distribute appeal paperwork within timelines to all parties.
- Arrange interpreters to attend hearings when required
- Ensuring appellants can access/join online appeal hearings.

Data and Exams

- Design, develop and maintain the new starter and in year admissions forms/data booklets.
- To input pupil data from new entrants forms and maintain pupil files
- Maintaining and ensuring accurate data for pupils (Arbor)
- Archiving files for data and personnel.
- Maintaining and updating pupil files and creating new files for each new intake.
- Assist Data Manager with Census queries.
- Running off and sending out Data Protection Forms / consent forms.
- Create and maintain reports on Arbor.
- Amend documents and forms to ensure they comply with our Corporate image
- Requesting and importing CTF's from other schools
- FSM administration in regards to checking claims with the LA and chasing any outstanding parental information.
- Arbor App queries
- Assist with exam paperwork and logistics during peak times

General

- Electronic filing as appropriate
- To carry out any other duties commensurate with the grading of the post.
- Be part of the Administration team, attend team meetings and support the work of the team
- To carry out examination invigilation duties as and when required under the direction of the Examination Officer.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Person Specification

E = essential

D = desirable

Qualifications	
Training in Office administration	E
GCSE English	E
ICT qualification	D
Data entry	D
Experience	
Experience of Microsoft and google packages	E
Experience of maintaining databases	E
Experience of school MIS (e.g. Arbor)	E
Working within a secondary school setting	D

Personal Attributes	
Ability to work constructively as part of a team	E
Good organisational and prioritising skills.	E
Methodical with a high level of attention to detail	E
Ability to meet deadlines	E
Confidence to speak to internal and external parties	E
Ability to relate to young people	D

Behavioural Attributes	
Identifies and promotes best practice and encourage the sharing of ideas.	E
Proactively seek opportunities to increase job knowledge and understanding.	E
Requires minimum supervision.	E
Take quick and effective action.	E
Demonstrates focused implementation of role and responsibilities.	E

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE
Post Title: Clerical/Admissions Assistant
Commitment & Motivation
<ul style="list-style-type: none"> • Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals • Prioritises own workload • Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard • Actively participates in learning opportunities and applies learning to develop own practice • Effectively liaises with people showing a willingness to give and receive constructive feedback • Responds positively to feedback and incorporates this into working practice • Keeps to date with relevant information and initiatives
Problem Solving & Decision Making
<ul style="list-style-type: none"> • Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant

<ul style="list-style-type: none"> ● Escalates decisions outside own area of responsibility ● Gathers relevant information to assist good decision making ● Offers ideas on how things could be done differently
Planning & Organisation
<ul style="list-style-type: none"> ● Organises and manages own tasks and work time effectively ● Implements operational plans for own areas of responsibility under guidance ● Provides feedback to inform planning ● Prepares resources including where appropriate relevant ICT ● Prepares for a specific activity taking account of varying needs and abilities of stakeholders
Implementing Change
<ul style="list-style-type: none"> ● Contributes constructively to support change in own area of work with a view to improving performance ● Uses initiative and knowledge to implement given tasks or plans. ● Identifies and makes recommendations for improving performance in their own area of work ● Approaches change in a positive, flexible and enthusiastic manner
Managing Objectives
<ul style="list-style-type: none"> ● Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team ● Provides agreed feedback of effectiveness and progress ● Recognises the values, learning styles, management styles and ethos of the Academy
Raising Standards
<ul style="list-style-type: none"> ● Maintains consistent performance ● Remains focused on delivering results ● Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing
Customer Focus
<ul style="list-style-type: none"> ● Demonstrates willingness to help and support pupils and stakeholders ● Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships ● Contributes to the safeguarding and welfare of pupils ● Adopts a pleasant, helpful and professional manner ● Delivers results in a timely manner ● Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work
Communication
<ul style="list-style-type: none"> ● Communication of straightforward information within familiar situations, with sensitivity and confidentiality ● Communicates effectively either verbally or in writing. ● Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs ● Shares information with relevant parties in a timely manner ● Responds effectively to queries and provides accurate information, knowing when to refer ● Completion of standard proformas
Impact & Influence
<ul style="list-style-type: none"> ● Understands the impact of own behaviour on others. ● Interacts positively within a team and will challenge inappropriate behaviour where appropriate. ● Develops personal networks and builds positive relationships.

- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

Qualifications & Skills

- Regular use of specialised software - SIMS.
- NVQ 2 or equivalent