

Job description

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| Job title: | Admissions Assistant (Absence Cover) |
| Grade: | Grade: H5 Scale point range: 9-14 Salary Range: £27,254 - 29,540 (FTE) Pro Rata depending on hours and weeks worked |
| Hours / weeks: | 35 hours / week, term time only, plus 5 INSET days |
| Contract type: | Temporary Absence Cover |
| Reports to: | Office Manager |

Job purpose

- The primary purpose of the role is to ensure the smooth administration of admissions and events in delivering the process in a professional, efficient and discreet manner with the aim of ensuring key admissions processes and adhere to the Academy's Admissions policy and support academy targets.
- To contribute to the overall ethos, work and aims of the Academy.

Admissions

- To be the first point of contact for prospective parents or agents either via telephone or email.
- To send out prospectuses and other relevant information and advise parents of the Admissions process.
- To process and acknowledge registrations and deposits and keep appropriate financial records.
- To be responsible for maintaining the Admissions database and accurate input of new information.
- To maintain pupil records and files to audit standards.
- To reconcile data and information generated by the MIS system.
- To provide statistical information as required on Admissions figures, enquiry rates, conversion, trends and geographical spread.
- Request school reports and liaise proactively with feeder schools. Update feeder school contacts and records.
- Liaise with Local Education Authorities as necessary.
- Ensure all data is kept and handled in accordance with the GDPR and PECR regulations.
- Scan and upload EP and School Reports.

General administration

- To manage reception when required by the Senior Administrator.
- To manage reprographics, when required.
- To administer basic first aid to pupils when required.
- When required to assist with the whole school administration.
- Perform such other duties as may be requested from time to time, commensurate with the role.
- Undertake continued professional development as required in order to improve knowledge, skills and efficiency of the area.

- Uphold the ethos of the Academy in all areas of responsibility.
- Contribute to, share in and promote the wider and longer-term vision of the Academy.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to all Academy policies.
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.
- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed and promoted in all areas of work.
- Communicate and cooperate effectively and positively with specialists from outside agencies where applicable.

Other

- To be supportive and flexible in relation to the needs of the Academy.
- Attending all relevant staff meetings, consultations and school events with a clear and professional sense of purpose.
- To participate in arrangements for further training and development to initiate new ideas.
- Any other activity needed by the Designated Safeguarding Lead or Child Protection Officer.
- To ensure a safe working environment is maintained at all times.
- To be aware of and comply with policies and procedures, relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection – reporting all concerns to the appropriate person.
- The above list of principal duties and responsibilities is not necessarily a complete statement. Alterations and further duties may be necessary and will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to adapt his / her work to address the specific needs of the pupils.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification

| Attributes | Essential (or expected to train / qualify to that standard) | Desirable |
|-------------------------------|---|---|
| Qualifications & training | <ul style="list-style-type: none"> • A good education to GCSE, level or equivalent (including English & Maths, A*-C or 4+) | <ul style="list-style-type: none"> • An intermediate or above qualification in IT / typing skills |
| Relevant experience | <ul style="list-style-type: none"> • Demonstrable experience & in-depth knowledge of SIMS • Computer literate, particularly in use of Google • Experience & in-depth knowledge of exams administration • Experience and in-depth knowledge of data management, preferably SIMS in an education environment • Experience of working in a general administration environment • Understand data protection and confidentiality | <ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working on school admissions • Experience of Go4Schools |
| Knowledge, skills & abilities | <ul style="list-style-type: none"> • Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff • Ability to work with due regard to confidentiality, data protection and safe-guarding at all times • Able to plan / prioritise work, so deadlines are met • Able to identify / analyse problems & use own judgement to produce an acceptable solution • Good numerical skills • Ability to follow set procedures and use own initiative in a busy environment • Ability to work under pressure against changing priorities and competing demands • Ability to take a collaborative role working within a team • Resilient, with the ability to work well under pressure; ability to prioritise workload and manage time effectively | <ul style="list-style-type: none"> • Awareness of developments in education |
| Personal qualities | <ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Flexible putting the needs of students & Academy first • Excellent interpersonal skills with the ability to build strong relationships with staff at all levels • Adaptable to changing circumstances and new ideas • Self-motivated with a high-level of organisational skills • Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement • Personal concern and interest in the welfare and development of children • Professionalism, loyalty, confidentiality and integrity • Diplomatic approach in dealing with others • Good sense of humour and the ability to lighten situations • Commitment to supporting the wider life of the school, such as after-school activities. | |