

## Job Profile

Admissions Officer	Head of Pastoral Care	Administration
<b>Salary Grade</b>	<b>Hours</b>	<b>Line Management Responsibilities</b>
C (permanent role)	37 - TTO (Term Time only)	No

### Summary of Role

#### Purpose

- to coordinate and oversee all school admissions and transition processes and procedures
- to provide administration for the admission and transition process
- to provide first point of contact for parents/carers including the provision of administration support
- to provide first aid for students;
- to manage day to day administration and development of the school's behaviour and attendance tracking system via MIS;
- to manage day to day administration of the Pastoral Team
- to liaise with parents/carers when directed by the pastoral team.
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#### Responsibilities

- Answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc. Undertake reception duties if/when required
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems, input new data as necessary. Proactively perform housekeeping of Bromcom
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake First Aid

#### Efficient and effective deployment of resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration supporting the schools Financial Administrator

## Culture and ethos

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Where appropriate provide supervision for other staff carrying out routine administrative tasks
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other activities and performance development as required
- Undertake any other duties commensurate with the post

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

Post Holder..... Date.....

Line manager..... Date.....