



## Exceed Academies Trust

POST TITLE:	SCHOOL ADMISSIONS ADMINISTRATIVE ASSISTANT
GRADE:	BAND 5 SCP 13 - 16

### INTRODUCTION:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. The Exceed Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### PRIME OBJECTIVES OF THE POST:

To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school. Specifically, the successful candidate will be expected to focus on assisting the Academy in providing an efficient Admissions service.

Working closely with the Office Manager and Data Officer, the post holder will be responsible for assisting in managing the Admissions process, including meeting with new students and parents, providing information and tours of the Academy, responding to admissions queries from parents and the Local Authority Admissions Service, ensuring records are organised and information is passed on to all stakeholders. In addition, the post holder will be part of the wider administrative team at the Academy and will be expected to assist with data entry, reception duty and any other tasks associated with working in a school office environment as deemed necessary. This may involve payroll admin, recruitment admin and finance admin, as required by the school.

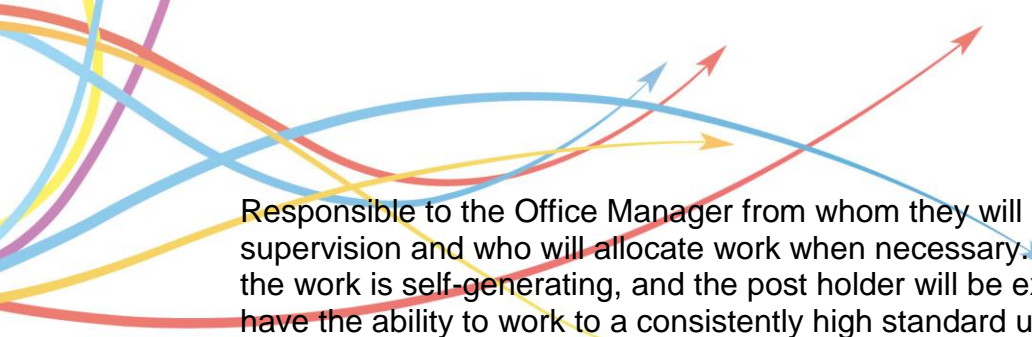


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Duncan Jacques Chief Executive Officer

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Responsible to the Office Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to show they have the ability to work to a consistently high standard using their own initiative and sometimes with limited supervision. The post holder will need to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. The post holder would be expected to liaise with senior team members to ensure the continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the school to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the school to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

#### **KNOWLEDGE AND SKILLS:**

(See Person Specification)

#### **EFFORT DEMANDS:**

- Will work under supervision and on occasion under own initiative, working to the priorities set by the Principal, Executive Services Manager and Office Manager.
- To assist in the effective management of the school admissions process.
- To contribute to the overall ethos/work/aims of the school.
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.



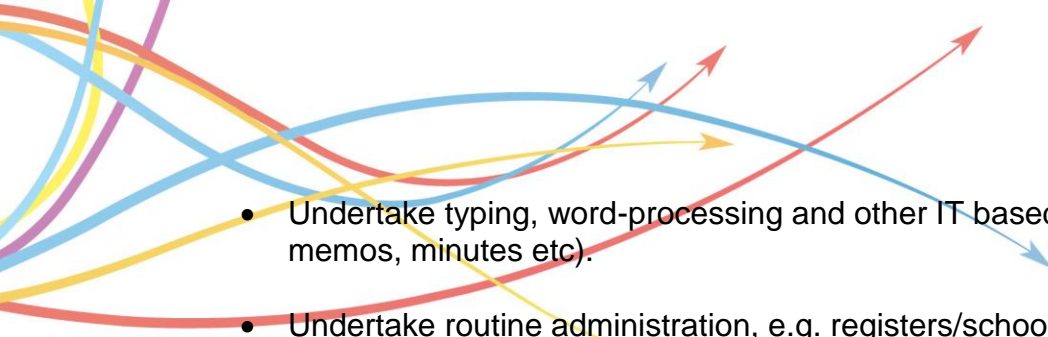
## RESPONSIBILITIES:

### ORGANISATION

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

### ADMINISTRATION

- To assist in managing the school admissions process; meeting with parents and students and providing accurate information about the Academy, selling the school and ensuring a highly positive first impression. Dealing with enquiries from parents, the Local Authority Admissions Service and members of the public, ensuring that these are responded to in a timely and accurate manner. Providing tours of the Academy and an exceptional parental and student 'experience' of the school environment. Accurately processing important documentation pertinent to the admissions process and ensuring that records are stored securely and that information is passed on to key stakeholders in a timely manner.
- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Maintain manual systems.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required e.g. pupils' data.

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- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc).
  - Undertake routine administration, e.g. registers/school meals/arranging and coordinating meetings on behalf of other school staff/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

## RESOURCES

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
- Responsible in the collection and recording of school dinner money and other routine financial administration.
- Operate uniform/snack/'other' shops within the school.

## OTHER

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well-being of the pupils.
- Make travel arrangements.
- Assist with arrangements of school events/trips etc.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the School.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.



## **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during the hours and days set for the role (the role will include working outside of term time) and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

#### **Intermediate Threshold Level**

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and;
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

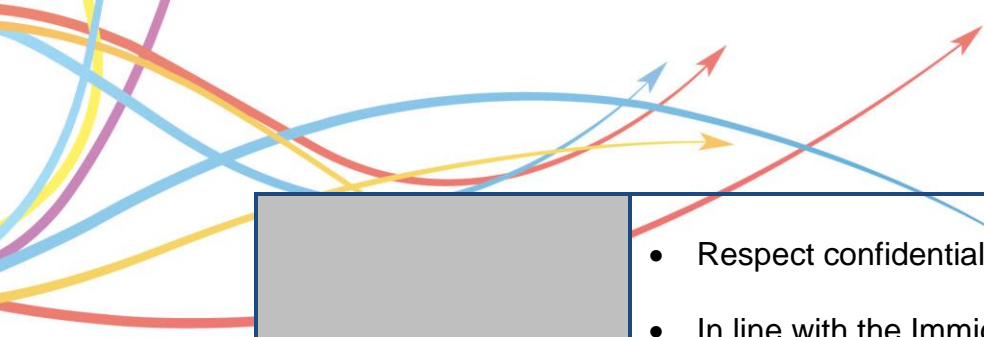


## OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Principal.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**PERSON SPECIFICATION:**

	ESSENTIAL (E)/ DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> <li>• Experience of school admissions process and procedures. (D)</li> <li>• Experience using Microsoft Office. (E)</li> <li>• Experience of working in an office environment. (E)</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. (E)</li> </ul>
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> <li>• Minimum of GCSE English and Mathematics at grade C or above (or equivalent). (E)</li> <li>• NVQ2 (or equivalent) in a relevant discipline.</li> </ul>
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> <li>• Knowledge/experience of general office work. (E)</li> <li>• Good literacy and numeracy skills. (E)</li> <li>• Good communication skills including telephone/reception skills. (E)</li> <li>• Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc. (E)</li> <li>• Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). (E)</li> <li>• Knowledge of maintaining financial information systems and making payments. (D)</li> <li>• Have a neat and organised approach to work. (E)</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team. (E)</li> </ul>

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- Respect confidentiality. (E)
  - In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E)