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## JOB DESCRIPTION

**JOB TITLE:**           **Administrator of admissions, Attendance and alternative Provision**

<b>Purpose:</b>	To provide administration of the school admissions process to include in-year and year 7 transition and pupils who leave in year. To support the attendance officer and cover for attendance To provide administration support for our new pupil alternative Provision unit
<b>Reporting to:</b>	Heads PA
<b>Responsible for:</b>	No line Management responsibilities.
<b>Liaising with:</b>	Admin staff Attendance Officer Year leads and pastoral support staff Data Officer Publicity and Marketing Officer Senior progress co-ordinator
<b>Working Time:</b>	20-30 hours a week Term time only, Permanent Equivalent to 38 weeks
<b>Grade:</b>	Grade 4 points 6-8
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	March 2023

<b>MAIN (CORE) DUTIES</b>	
The specific duties and responsibilities pertaining to the Receptionist/Administrator are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.	
<b>Support for Staff</b>	
<b>Administration</b>	<p><b>In Year Admissions</b></p> <p>Process in year admission applications in accordance with our Admissions Policy</p> <ul style="list-style-type: none"> <li>• Maintain accurate records</li> <li>• Work within dedicated timescales</li> <li>• Liaise with staff to organise meetings, assessments &amp; inductions for applicants</li> <li>• Liaise with parents, local schools, GCC</li> <li>• To organise Learning Mentor groups for new Year 7s.</li> </ul> <p><b>Admissions/Transition in to Y7</b></p> <ul style="list-style-type: none"> <li>• Monitor/maintain data from GCC for new entrants and ensure the list of potential applicants is prioritised accurately in line with the local authority time scales</li> <li>• Organise transition process within set timescale, along with support from other members of staff: <ul style="list-style-type: none"> <li>○ Arrange for communications to be sent to parents/students</li> <li>○ Liaise with Primary Schools to arrange sharing of information/visits/events</li> <li>○ Coordinate transitions events including summer school and discovery day</li> </ul> </li> </ul> <p><b>Attendance support</b></p> <ul style="list-style-type: none"> <li>• To assist the attendance officer by: <ul style="list-style-type: none"> <li>○ Listening and logging answer messages from the daily absence line for absent students</li> <li>○ Logging parent emails and school comms for absent students daily</li> <li>○ Collate absent information on excel for data analysis</li> </ul> </li> </ul> <p><b>New Pupil alternative Provision</b></p> <ul style="list-style-type: none"> <li>• To provide administrative support for the new pupil alternative provision unit. This will be agreed in time but will involve assisting progress leads with administrative tasks such as timetables, contacting home and arranging transport.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• To assist in any other ad-hoc duties, as directed by the Heads PA</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete the administration processes for leavers including CTF files to new schools, return of school equipment, deletion of email etc and ensure all relevant documentation is completed.</li> <li>• To provide student ISP's, Readmission forms and Behaviour and intervention reports as required for re-admission and managed moves for students.</li> </ul>
<b>Support for Students</b>	<ul style="list-style-type: none"> <li>• To support new students with timetable changes/photos and logins and ensure they have all documentation to set up applications such as school comms and show my homework.</li> </ul>
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>• To assist Reception staff in acting on emergency evacuations, as required.</li> </ul>
<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at C/5 or above.</li> </ul>
<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative and with resilience.</li> <li>• Self-motivating with the ability to multi-task</li> <li>• Good interpersonal skills, and the ability to enthuse and motivate others, and work with people at all levels.</li> <li>• Flexible and adaptable</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with young people.</li> <li>• Able to build constructive relationships with parents and carers.</li> <li>• Able to gather information and produce reports.</li> <li>• Confident basic user of ICT and willingness to learn new systems.</li> <li>• Good planning and organisation skills and attention to detail</li> <li>• A flexible approach to the management of work.</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>• Ability to prioritise own workload.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
<b>EMPLOYEE RESPONSIBILITIES:</b>	

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the 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.
- 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 job applicants or continued employment for any employee who develops a disabling condition.

#### **HEALTH AND SAFETY**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

#### **SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the "plus days" attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**VERIFICATION**

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder)                      **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Line Manager)                      **Date :** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Business Manager)                      **Date :** \_\_\_\_\_