



The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job Details

Job title:	Administration Officer – Admissions (Maternity Cover)
Directorate:	Trinity Church of England School, Lewisham
Reporting to:	Admin and HR Manager
Grade:	Scale 4 – (£29,412 - £30,771)

The School

“With you is Wisdom, she who knows your works, and was present when you made the world. Send her forth from the holy heavens; from the throne of your glory send her. That she may work at our side and that we may learn what is pleasing to you. For she knows and understands all things, she will guide us wisely in our actions and guard us with her glory”

Wisdom 9: 9-11

Job Description

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post will be expected to undertake any other duties that may reasonably be required by the Senior Leaders or their Line Manager from time to time.

Purpose of the post:	<ul style="list-style-type: none">• Manage and perform all administrative and organisation processes within the admissions procedures and related areas.• Contribute to the planning, development and organisation of support service system/procedures and policies with particular reference to School Admissions• Plan, organise and deliver successful admissions events including open mornings, entrance assessments, taster days, exhibitions and alumni gatherings.• Provide written and verbal reports to governors, including ranking and ranked supplementary forms.• Contribute to the management of pupil information, creating analysis reports and submitting returns to LA and DfES (School Census) when required.
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- Undertake any other duties that may reasonably be required by the Senior Leadership Team and your line Manager

Main duties
and
responsibilities:

Admissions

- Deal with queries relating to all aspects of the admissions process by correspondence, telephone or in person.
- Contribute to the development and procedures relating to admissions.
- Manage the school's Admissions+ system.
- Work within the School's procedures to ensure correct students obtain a place through the completion of Supplementary forms- create and update spread sheet accordingly.
- Manage the on/off rolling procedure. Liaise with previous or future schools, along with Senior Leadership Team, and Heads of Year, ensure records and necessary forms completed and authorised prior to students being removed from school roll.
- To prepare cases concerning applications submitted to the appeals panel.
- Acting as the first point of contact for future and existing student enquiries; admissions, student records and schools' admissions procedures.
- Helping to coordinate arrangements throughout the admissions process including assessments, induction days and open events.
- Liaise with primary schools, 6th forms and other agencies to ensure the secure transfer of all data files (hard and electronic).
- Administrate the administrative processes for leavers, including database updates, class list updates, and new school information.
- Manage the transfer of Common Transfer Files (CTFs), uploading/downloading to/from S2S. Transfer files to other educational establishments and or scan pupil files to SharePoint and or SIMS.

Transition:

- Administrator for the New Year 7 intake programme. Sending out offer letters arranging, preparing information, ensure the required level of students is maintained.
- Ensure student information is correct and input information on SIMs
- Co-ordinate paperwork to promote opportunities for transition and visits for prospective parents.
- Create paypal invoices and manage collection of payments.

In-year Transfers:

- Organise and co-ordinate administrative process for In-year Transfers



- Work with Assistant Head, Heads of year and translators when necessary for meetings with prospective pupils
- Update the required systems and provide the relevant reports to assist the process.
- Reviewing in year applications and waitlists

IT Requirements:

- Take the lead in processing the school's data needs and queries from staff, liaising with Schoolvue as and when required.
- Work with the Assistant Headteacher Finance, Premises and Resources to integrate work processes to allow online collaboration and the use shared storage space for files and documents.
- Ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of School Administration.
- Implement and maintain robust IT processes using SharePoint and Office 365.
- Assist in maintaining the School's SharePoint site as instructed by the Assistant Headteacher Finance, Premises and Resources.
- Maintain shared storage space, performing clean-ups and archive data as required.
- Maintain a work environment in which the use of paper is eliminated or greatly reduced.
- Convert documents and other papers into digital form to be stored electronically on SharePoint.
- Assist in managing the school's IT needs.
- Become a SIMS super-user.
- Produce SIMS reports as and when requested.
- Assist in maintaining the SIMS database of pupil records for attendance and punctuality et cetera, liaising with colleagues and SLT as appropriate and where necessary.
- Assist in the updating of the SIMS database on an annual and ad hoc basis.
- Assist in managing the annual updating of the SIMS database with the annual timetable and class changes.
- Assist in maintain of all records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating SIMS where necessary.
- Obtain Pupil Premium and FSM information and ensure it is update on SIMS.
- Take notes at meetings when required and use the text messaging systems as required.



Other duties:

- Manage a varied workload using a structured, timely and prioritised methodology.
- Undertake any other administrative procedures as requested.
- Undertake reception duties, answering routine telephone (after 3rd ring) and face to face enquiries and signing in visitors.
- Manage the schools email box and ensuring messages are forwarded to the responsible persons.
- Provide administration and support as part of the main school office function.
- Undertake training as required to fulfil roles & responsibilities including First aid training.
- Undertake First Aid Training.
- Maintain general & pupil files following good practice guide lines and maintaining confidentiality at all times.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Deputise for absent colleagues as part of the office team.
- Flexible working – provide cover at either the Primary or Secondary sites.
- Provide duty cover as required during school lunch times, breaks and or at the end of the school day.
- Plan and administer School Immunisation.
- Administer Parent Pay (issue credentials, liaise with Vendors etc).
- Assist with hospitality when required.
- Be available to work extended hours during parent evening and other events as requested.
- Sort and distribute mail when required.
- Produce reports, labels and reprographics services.

Other Requirements:

- Ensure efficient service delivery in the school office for all stakeholders.
- Ensure all who contact the school are given a friendly and helpful service.
- Ensure all materials produced by the school office are to the highest standards possible.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Self-review and critique all systems and processes associated with the role and improve and develop systems and processes where appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the



school's safeguarding policy.

Standards &
Responsibilities:

- Undertake an Enhanced DBS Check every 3 years as requested.
 - Display a strong commitment to furthering equalities in both service delivery and employment practice.
 - Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - Model Trinity values to all staff, parents and students.
 - Be reflective, prayerful people seeking to be models of wisdom and happiness in the life of the school.
 - Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
 - Share accountability for ensuring Trinity is an outstanding school.
 - Develop the skills and talents of other members of the community.
 - Ensure own well-being and that of others by establishing an appropriate balance between life and work.
 - Plan, develop and implement specific aspects of the school in order to promote the highest possible standards.
 - Play an active part in the life of the school and its community leading and supporting staff and students and representing the school at public events.
 - Develop social cohesion and positive links with the whole of our local community.
 - Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
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Job title:	Administration Officer - Admissions
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Person Specification

	Essential	Desirable
Qualifications		
1. Educated to at least GCE 'A' Level	??✓	
Experience		
2. Relevant and suitable experience of working within an Education environment	??✓	
3. Relevant and suitable experience of working with and supporting ICT and / or data environments	? ✓	
4. Excellent knowledge of Excel and Microsoft Office Suite	✓	
5. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	? ✓	
6. Knowledge of SIMS and / or other Education Management Information Systems	✓	
Knowledge		
7. Good understanding of databases, including ability to use database to procedure reports and statistics.	? ✓	
8. Knowledge of Data Protection Legislation.	? ✓	
9. Knowledge of, or willingness to learn, a range of computer applications including SharePoint.	? ✓	
10 To have an understanding and commitment of the school's vision and . policies.	? ✓	
Skills	✓	
11. Ability to work in an organised and methodical manner.	? ✓	
12. Ability to maintain efficient record keeping systems.	? ✓	
13 Ability to assist with the production of accurate records and reports . as required.	? ✓	
14 Ability to communicate with a range of audiences including other . employees within the school, governors, pupils and parents.	? ✓	



15	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	?	✓	
16	Ability to show sensitivity and objectivity in dealing with confidential issues.	?	✓	
17.	Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web-based information.	??	✓	