



Kent County Council

Job Description: School Administrator & Admission Officer

School: Mereworth CP School

Grade: Kent Range 6

Responsible to: Line Manager

Admin Duties

1. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
3. Develop and maintain manual and computerised records and management information systems.
4. Contribute to the development of administration policies.
5. Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
6. Liaise with other staff, pupils, parents/carers and external agencies.
7. Operate bespoke school information management systems.
8. Responsible for completion and submission of forms, returns etc., including those to outside agencies including pupil files to new schools & safeguarding records provided by DSL.
9. Produce, and respond to, correspondence
10. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.

Individuals in this role may also undertake some or all of the following:

1. Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
2. First point of contact for liaising with parents /carers/staff.
3. Allocate work to administration staff.
4. Assist in the recruitment of administrative staff.
5. Contribute to marketing and promotion of the school.
6. Assist HT with day to day tasks & correspondence with parents e.g. proof reading, letters/documents & writing emails/texts etc.
7. Direct line management & liaison with FOMS representatives for all key events & activities throughout the academic year. This includes: communication with HT/all staff & parents, administrative & logistics planning as required by the school to enable the key fundraising initiatives to take place.

Admissions Officer

1. Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications.
2. To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher.
3. To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
4. To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure.
5. To meet prospective parents and support induction visits & prospective pupil visits.
6. To arrange admissions meetings for new parents with Headteacher or class teacher.
7. To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.
8. To liaise with feeder schools to obtain information relating to new pupils, sharing information relating to new pupils with staff and other agencies as required.
9. To liaise with destination schools regarding the appropriate handover of information to the new school.
10. To support the Headteacher in preparing for open evenings / new parents meetings.
11. To assist the Headteacher in preparing information packs / prospectus.
12. To oversee advertising and marketing of the school for prospective parents, designing and producing content for marketing materials and liaising with 3rd parties including support for website.
13. To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers.
14. To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
15. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Signed(Post Holder) Date

Signed(Head teacher) Date