

JOB DESCRIPTION: Admin Officer (Responsible for Admissions)



GRADE: Grade 3 below the bar (4-6)	RESPONSIBLE TO: Senior Admin Officer
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JOB PURPOSE:

The Admin Officer (responsible for Admissions) will complete the admission and leavers processes efficiently and accurately, including the intake of children into the Nursery. They will ensure all admissions are administered in compliance with School and CET policies.

The Admin Officer will take on other admin tasks as delegated by the Senior Admin Officer to ensure the smooth running of the office and support the school priorities.

ADMISSIONS RESPONSIBILITIES
• To complete the administration processes for pupil admission and leavers, ensuring that all necessary paperwork is completed and processed accurately
• To meet with parents to provide them with an introduction to Whitehouse and assist with form completion
• To liaise with class teachers, support staff, EAL, SEND and Pastoral Teams regarding the new child's specific needs.
• To ensure the CET Admissions policy is being followed at all times.
• To collaborate with other staff regarding the planning of induction days
• To ensure that the data held on Arbor is kept up to date at all times and parent changes are checked and approved
• To assist the Senior Admin Officer with the annual Arbor migration process
• To liaise with High Schools to ensure a smooth transfer of Year 6 leavers
• To assist with the Census as required
• To liaise with the Nursery Staff and EYFS Phase Leader to ensure Nursery admissions run smoothly and all administration processes are completed
• To work with the Nursery Staff and EYFS Phase Leader to support the nursery admissions process and promote the school's early years provision.

FIRST AID DUTIES
• To monitor first aid stock across the school and complete purchase orders as required
• To check classroom Medical Boxes half termly and check all inhalers/EpiPens are present and in date and liaise with parents to obtain replacements where necessary
• To check first aid stations regularly to ensure they have adequate first aid resources and restock as required
• To assist with general first aid for pupils and undertake appropriate first aid training as required
• To ensure all medication kept in school has the correct completed paperwork and is administered following current policy and procedures

GENERAL ADMIN DUTIES

- To ensure that Safeguarding checks are completed for all visitors entering the school site
- To ensure the data added to Arbor is accurate and updated promptly
- To support the use of Medical Tracker and notify parents/carers as required
- To contribute to the routine administration of school related activities such as trips and clubs
- To provide general cover for other office members and contribute to other admin routines as required to benefit the shared workload of the office team
- To answer the phone and monitor the schooloffice@ and parents@ email accounts, responding promptly, courteously and professionally to queries from all members of the school community
- To contribute to the management of letters and emails to parents/carers via the school email and Arbor
- To assist in keeping the office tidy and presentable
- To assist with filing as required
- To assist with finance procedures as required including banking of cash and placing orders

PROFESSIONAL DEVELOPMENT

- To keep your own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with the support of the school
- To take part in the school's performance management procedures

PERSONAL AND PROFESSIONAL CONDUCT

- To follow the staff code of conduct
- To safeguard and promote the welfare of children, adhering to the school's child protection and safeguarding policy at all times, and reporting any concerns immediately to the Designated Safeguarding Lead
- To ensure that confidentiality is maintained at all times
- To read and understand the relevant policies as directed by the Headteacher and Trust
- To promote the inclusive ethos of the school
- To maintain high professional standards in all interactions with pupils, colleagues, parents and carers

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

Whitehouse Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

PERSON SPECIFICATION: Admin Officer



Experience, Training and Qualifications	Essential / Desirable
Level 4/C or above in GCSE Maths and English	E
Excellent IT skills with a good working knowledge of Microsoft Office, Excel, Google Docs	E
Good working knowledge of Arbor	D
Experience of working in a busy school office environment	D
Knowledge, Skills and Abilities	
Good communication skills both verbally and written	E
Ability to work as part of a team	E
Good organization skills and ability to prioritise own workload	E
Good level of accuracy	E
Knowledge of basic first aid	D
Able to identify improvements to current processes	D
Personal Qualities	
Able to work flexibly and be a team player	E
Able to keep information confidential	E
Ability to show initiative	D
Willing to consent to apply for an enhanced DBS with barred list check	E
Able to give good customer service, be professional and polite	E
Commitment to the highest standards of child protection and safeguarding	E
Has a good understanding of 'The Whitehouse Way'	E