



JOB DESCRIPTION

Sixth Form & School Admissions Administrator

MISSION STATEMENT: "With God's Grace we excel and lead"

School Aims:

We aim to provide a school experience which:

- In its breadth introduces each girl to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each girl to make her contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
- Serves to develop a sureness to stand against all that undermines dignity of self and of others.

Department Administration

Hours Term time (39 weeks) plus 5 training days, plus 5 days to be worked during school holidays of the academic year (total 41 weeks). Hours of work are 36 hours per week: 8:00am to 4:30pm

Reporting to SLT Inclusion and Director of Upper School

Purpose of post:

- To be work under the direction of the SLT Inclusion in covering all aspects of school admissions.
- To assist the Director of Upper School by providing administrative support.

Duties and Responsibilities

- To support SLT with responsibility for recruitment in developing and enhancing the recruitment process.
- To contribute towards transition activities.
- To support SLT in the monitoring and evaluation of all community related activities.
- To actively contribute and be involved in the organisation of taster days and recruitment events.
- To keep up to date with the statutory Admissions code and advise SLT of any changes or actions needed.
- To be the first point of contact for prospective parents who wish to apply for a school place.

- To implement the Admissions Procedures for the school in line with the Admissions Policy provided by the London Borough of Brent and ensure these Procedures are applied by the school throughout the academic year.
- To take lead responsibility for managing the efficient processing of all applications for admission to the school.
- To co-ordinate new admissions meetings.
- To prioritise any applications, waiting lists and class allocation with Headmistress/SLT/Directors/Heads of Years and notify all relevant parties.
- To play a central role in the development and implementation of the school's strategy and policy on admissions.
- To contribute to the analysis of student numbers and take appropriate steps including forward planning in response to findings.
- To deal with all Admissions correspondence including the inputting of data onto SIMS and monitoring this data over time and generating internal reports as required.
- To liaise with the Local Authority Admissions Team regarding waiting lists and offers of places.
- To maintain paper files for all pupils.
- To provide a fortnightly report to SLT and Directors/Heads of Years on roll figures.
- To provide any admissions and roll information for Governors as requested.
- To manage the pre-admissions area in SIMS making sure all applicants are loaded accurately and updated.
- To oversee the on/off roll process and ensure that all school and legal requirements are met.
- To work with office staff to ensure that data is entered in a standardised manner and providing training and documentation as necessary.
- To keep up to date with changing requirements from DfE and London Borough of Brent.

Sixth Form Administration

- To attend relevant meetings and training sessions as required.
- To undertake word processing of reports, correspondence and other materials as directed by the Director of Upper School.
- To assist in the maintenance and keep accurate student files.
- To maintain pupil records and files.
- To deal with staff and pupil enquiries.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To take verbatim notes or produce formal minutes of meetings.

To undertake any other tasks which are reasonably requested by the school.