



JOB DESCRIPTION

Admissions Admin & Data Officer

The post holder will report to School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, School Business Manager, Senior Management, teaching and other support staff, pupils and parents.

Main Purpose of the Job

- To provide a comprehensive administrative support function to the school.
- To be the first point of contact for the school for all on-site visitors and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face-to-face enquiries
- To support the Safeguarding Team to track and monitor attendance levels for individual pupils
- To update class registers and provide an administrative support with whole-school attendance eg. phone calls home, monitoring late arrivals
- To ensure that Arbor is used to its full potential, informing school development and providing class teachers with an extensive range of information
- To work collaboratively with all staff and parents in order to support pupil wellbeing
- To work effectively and positively as part of a team and contribute to the achievement of the team objectives and responsibilities

Main Duties and Responsibilities:

- To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc, if required
- To assist the School Business Manager in maintaining an efficient and responsive support service to the school, ensuring expectations of high standards are met
- To assist in carrying out efficient financial administration as required eg. to assist the School Business Manager with purchase orders and online orders
- To accompany the school's Safeguarding Lead on home visits as required

- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service
- To support the School Business Manager with updating the third-party Single Central Record
- To have basic familiarity with the Trust finance systems
- To produce lists, information and data as required, for example, pupils' data and to maintain and collate pupil reports accurately
- To collect and distribute incoming mail, and dispatch outgoing mail, in the absence of the Administration Assistant
- To respond independently to correspondence as required
- To monitor the Admin mailbox and respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues
- To operate relevant equipment and ICT packages (for example Word, Excel, databases, email, internet, Arbor)
- To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics
- To provide general advice and guidance to staff, pupils and others
- To have an overview of correct and timely input of data onto Arbor by staff and to manage access rights
- To maintain and edit the inventory of marksheets, tracking grids, reports and templates
- Run routine reports for; class teachers, management and other colleagues
- To ensure accuracy and confidentiality of all information produced
- Use initiative and time management to organise own workload in order to meet deadlines
- To provide administrative and organisational support to the Governing Body
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

- To be aware of and support difference and to ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in relevant meetings as required
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required
- To converse at ease and provide advice in accurate written and spoken English is essential for the post

General

- To attend training and administer basic first aid as and when required
- To provide lunchtime cover when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

PERSONAL STYLES & BEHAVIOURS		
<ul style="list-style-type: none"> • To act with the utmost integrity at all times • Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work. • Self-motivation and personal drive to complete tasks to the required timescales and quality standards. • The flexibility to adapt to changing workloads demands and new school challenges. • Personal commitment to continuous self-development. • Personal commitment to continuous school improvement. • Personal commitment to the school's professional standards, including dress code as appropriate. • Be willing to consent to apply for an enhanced disclosure and barring service check. • To contribute to the Catholic ethos of the school • To be committed to equal opportunities • To uphold all aspects of safeguarding 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p> <p style="text-align: center;">A/I/R</p>

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**