

# VYNERS SCHOOL



## SCHOOL ADMINISTRATOR (Admissions and data support)

### Job Description

#### Core Purpose:

- To provide an effective, timely and accurate administrative service supporting school admissions and the work of the school data team.

#### Core Qualities:

- Excellent interpersonal skills and the ability to act with confidentiality, discretion and a positive 'can-do' attitude.
- Confident in being able to interact with stakeholders both on the telephone and in written communication formats.
- Ability to prepare and deliver admissions information accurately and to deadlines.
- Strong administrative, IT and organisational ~~and secretarial~~ skills.
- Able to promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people.

#### Specific Responsibilities

##### Admissions

Acting as the first point of contact for all admissions-related queries.

Responsibility for ensuring the school admissions process for Year 7 and Year 12, and one off admissions throughout the year is actioned and completed in an effective and timely manner. This includes the following:

- Assist with the administration and preparation of the Year 7 and 6th Form open evening for prospective students as directed by Senior Leadership. Provide support to the Year 7 open mornings, held annually.
- To provide administrative support for the Year 7 admissions process, including preparation of the school's admissions spreadsheet for the Governors Subcommittee. Submission of the Year 7 information to LBH and publishing the indicative annual catchment area on the map.
- Once places have been offered by LBH, sending letters to parents on the waiting list, and chasing confirmation of whether they wish to be offered a place.
- Working in tandem with LBH, to manage school waiting lists for all years throughout the academic year, taking follow up action as places become available. The postholder will process all weekly in year applications to the school, responding to the application and adding students to the relevant waiting list if required
- Liaising with parents who wish to appeal against not being awarded a school place, and providing admin support to the appeals process (including arranging panel hearings as required).
- To be responsible for ensuring the Admissions page of the school website remains up to date at all times

- To lead on the day to day operation of the automated data collection process for all new incoming students. To work with the Business Manager to review transition information before each new intake.
- To issue the automated data collection link to all new incoming families, and to check the progress of parental completion.
- To ensure key individuals within the school are notified of the particular needs of incoming new students. In particular - FSM , EAL, medical conditions / allergies, SEN
- To work with the data team on ensuring that the details for all new students are uploaded promptly and effectively to the MIS.
- To provide administrative support to the member of senior leadership who manages the main Year 7 transition process, ensuring school visits and information for the induction day are organised
- Delete outgoing students from Arbor (our management information system), ensuring destination information is chased and entered onto Arbor. Production of annual destination report on Year 11 and 13 leavers for Senior Leadership.
- Ensure students who leave the school mid year are deleted from the MIS, that their records are handed on promptly to their new school and that outstanding lockers keys, books and catering balances are resolved appropriately.
- Effectively deal with in-school transfers into and from Vyners School during the course of the school year, handling all necessary paperwork and relevant MIS data entry.
- Production of up to date and accurate tutorial lists for the staff room and registers.
- As directed by the Deputy Headteacher and 6<sup>th</sup> Form leader, to assist the 6<sup>th</sup> Form Administrators with 6<sup>th</sup> form admissions, undertaking such actions as may be reasonably required to support the process.

#### General Administration / Data support

- General MIS data entry as may be required throughout the year.
- Maintaining MIS database for staff, including adding all starters, taking off leavers and dealing with all amendments during employee life-cycle.
- Maintaining the student physical files.
- On an annual basis, to provide assistance in archiving of school records.
- To be responsible for issuing standard student references from the school as and when required
- The postholder may be asked to provide cover to the main school office in the event of staff absence
- The postholder may be asked to undertake other administrative / data projects in line with their skills and experience

To undertake such other duties as may reasonably be required from time to time

#### **Line manager:**

MIS Manager

#### **Hours of Work:**

8.00am – 3.45pm (3.30pm on a Friday), 5 days a week. Term time (188 days) plus 5 compulsory INSET days. ½ hr unpaid lunch break

Plus 5 extra days over school summer holidays to be agreed with the line manager as required. The postholder will be expected to be in school on GCSE results day in August to assist with 6th form admissions.

This totals 39.6 weeks - 198 days.

**Grade:**

Vyners Scale 3

**Total Hours:**

7.25 hours per day. 36 hrs per week (not inc unpaid lunch break) plus 5 extra days to be worked as required over school holidays.

Signed

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(Postholder)

Date

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Signed

.....  
(Line manager)

Date

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## VYNERS SCHOOL



### SCHOOL ADMINISTRATOR (Admissions and School Office)

#### Person Specification

##### Essential:

- Proven successful experience of working in an office environment
- Strong interpersonal skills, both oral and written, with a good standard of written and spoken English
- Able to take personal accountability for task execution.
- Capable of acting as an effective and positive ambassador for the school.
- Organised, with a good eye for detail.
- Strong IT skills (MS Office - word, excel, email)
- Able to deliver work with a high degree of accuracy
- Good time management skills and able to deliver work to tight deadlines.
- Self-starter, capable of working independently or as part of a team.
- Calm, patient and professional when dealing with parents, students, staff and public.
- Experienced at dealing with confidential information, acting with discretion at all times.
- Flexible, adaptable, proactive and exercises initiative.

##### Desirable:

- Previous experience of working in an educational establishment.
- Previous school admissions experience
- Experience of a school MIS system (SIMS or Arbor)