

Role Profile: Admissions/Office Administrator

Purpose

To provide administration support to the main school office.

To support the Registrar in all aspects of administration relating to the admissions process. To include data cleansing and data entry.

To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service.

To work as part of the wider administration team.

Key Accountabilities

- To support the Registrar with day-to-day administration.
- Assist with the planning of events such as Open Days, Taster Days, Early Years Stay and Play sessions, and other formal assessments.
- Processing data within admissions 'Dynamics' system, leads through to applications.
- Maintain accurate correspondence log within Dynamics system and ensure prospective pupils are moved through the admissions pipeline accordingly.
- Assist with data collection process from an admissions perspective.
- Preparing and distributing school prospectuses.
- Responding to all enquiries from prospective families within a timely manner
- Assist with diary management for Registrar, booking in private tours accordingly.
- Manage the upkeeping of the International Student records.
- Provide a high standard of customer care to all users of the school.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To attend school open days and school events as required.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.
- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Filing and archiving as required.
- Work in the school office to support the Office Manager/Registrar and Receptionist.
- To assist in the supervision of pupil movement as appropriate (e.g. passing items brought in by parents/carers for pupil collection).
- To answer telephone calls to the school and deal with messages, directing as required in a positive, professional manner.
- To administer medications and basic first aid, liaising with parents as necessary (including updating Medical Tracker - online first aid tracking system).
- Support the wider Administration team with duties as a flexible member of a 'One Team' approach.
- Provide secretarial or administrative support to other members of staff as required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent interpersonal skills. • Ability to keep calm under pressure • IT skills (including competent use of Microsoft packages) • Able to communicate effectively • Able to build and develop positive relationships with all staff 	
Qualifications	<ul style="list-style-type: none"> • Grade A-C in GCSE English and Maths 	<ul style="list-style-type: none"> • First Aid Qualification
Experience	<ul style="list-style-type: none"> • To be confident and competent in working in a school • Experience of delivering to multiple deadlines • Experience of taking minutes • Able to deal with children and adults with tact and sensitivity • Understanding of Safeguarding 	<ul style="list-style-type: none"> • Previous experience of working in a school would be an advantage
Other	<ul style="list-style-type: none"> • Neat, tidy, professional appearance • Well organised • Pleasant and friendly manner • Confident approach to varied situations • Have a good sense of humour 	

Key Stakeholders:

Internal – Teachers, Heads, SLT, colleagues, pupils

External – Parents, Visitors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: