Harrytown Catholic High School

Job Description: Admissions and Attendance Administrator
Responsible to: Admin Manager

JOB PURPOSE

- To provide a professional, efficient and effective administrative support service with the specific responsibility of supporting the Attendance and Family Liaison Officer and leading on admissions both at the point of transition and mid-year.

AREAS OF RESPONSIBILITY AND KEY TASKS
MAIN DUTIES:

- Carry out routine administrative tasks linked to attendance and admissions as required
- Support the wider admin team with general administrative tasks including undertake reception duties, answering the telephone and dealing with face-to-face enquiries as required
- Liasing with the Local Authority, Parents/Carers and other stakeholders about admissions
- Manage the admissions inbox liaising with school staff to ensure a smooth start for new joiners to Harrytown
- Manage the Admicity online process for new starters
- Assist the Attendance and Family Liaison Officer in maintaining day to day registers and processing absence messages
- Emailing letters to Parents/Carers on behalf of other staff
- Maintain manual and computerised records/management information systems including admissions
- Assist with the preparation of statistical reports
- Undertake typing and word processing and other IT based tasks
- Undertake administrative procedures
- Scan documents and shred those no longer required (as defined by the Retention schedule and GDPR)
- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS, reprographics equipment/copiers, laminators, binding machines etc.)
- To participate in staff training programmes
- Have up to date First Aid training, this can be provided
- To undertake any other administrative duties that may be reasonably requested by your line manager, including cover for absent colleagues in the administrative team

OTHER:

- Provide advice and guidance to staff, students and others
- Maintain a tidy and organised work space and storage area
- Check equipment/machinery used and ensure Health & Safety guidelines are adhered to

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- Provide support to staff as requested and in accordance with own training/skill parameters
- To have an involvement in other associated duties as discussed and agreed with the Headteacher or line manager
- Support the Catholic ethos of the school

Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school
- Support and contribute to the active safeguarding of our children
- Work within our policies to ensure a safe environment for all staff, pupils and visitors
- Ensure equality of opportunity amongst staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues
- Engage actively in the Catholic life of our school
- Ensure the confidentiality of all sensitive information

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.