



*Dream Big, Work Hard, Be Kind*

## Job Description – Admissions Officer

**Reports to:** School Business Leader

**Overall Management:** Headteacher

**Grading:** LBR 5 - SCP 12 FTE £30,033 (£24,897 pro rata - term time only)

**Job Type:** 12 months fixed to permanent

**Job Hours:** 08:15 – 16:15 (Monday – Friday)

We are excited to offer the opportunity for you to join our wonderful team at Redbridge Primary School as our school Admissions Officer. Redbridge Primary School is a large four form entry school, with an ambitious learning community. We strive to achieve an environment where inspirational teaching and enrichment opportunities come together to create a true enjoyment and love of learning for our diverse community.

September 2023 marks an exciting new chapter for Redbridge Primary School following the promotion of one of our wonderful Deputy Head Teachers into the position of Head Teacher. The future is very exciting indeed...we would love you to be part of it! If you're looking for a great place to work, then Redbridge Primary School should definitely be at the top of your list. Here are some reasons why you should consider working at our school.



**Incredible Children:** Our children are simply wonderful! They are kind, creative and enthusiastic about their learning. Everyone who visits our school comments on how welcoming and lovely our children are to be around.

**Dynamic Leadership:** The school is led by a positive and experienced leadership team who are dedicated to ensuring that every child receives the best possible education. They are committed to being approachable and supportive to ensure that our staff team have the necessary tools and skills to undertake their jobs.

**Learning Environment:** Redbridge Primary School prides itself on fostering an inclusive and welcoming environment where children can learn, grow and become the best version of themselves. Our curriculum places a strong focus on developing children's social and emotional wellbeing alongside their academic achievements, ensuring they thrive in all aspects of their lives.

**Family first approach:** At Redbridge Primary School we don't just accept, but we celebrate the fact that our staff have lives and their own families outside of school. Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice. We look after, and invest in our staff with support, coaching, mentoring, as well as providing an award winning employee wellbeing service for all staff.

**Excellent Professional Development:** The school places a strong emphasis on professional development, providing ongoing training and support to help you grow and develop as a teacher. You will have access to a wide range of resources, including training programs, coaching, and mentoring, enabling you to continually improve your practice.

**Supportive Community:** At Redbridge Primary School, you will be part of a warm and welcoming community that is dedicated to providing the best possible education for its children. The school has strong links with our families, and the wider community, creating a supportive and collaborative learning environment.

## **Main purpose of the job**

To provide an effective and efficient organisation and administration of school processes, procedures and policies and help deliver the smooth running of the schools' admin and attendance processes.

- Act as first and continual point of contact for prospective families from enquiry through to the enrolment of new students at the school.
- Process student applications, obtain pupil references, ensure applicants' eligibility (including check on the validity of documentation).
- To be wholly responsible for the admissions process for the school, acting as the school's Admissions Officer, including Nursery and Reception intake, and leavers including CTFs, pupil files waitinglists, transfer to secondary school etc.
- To arrange prospective parent visits to the school.
- To maintain pupil record folders & MIS records with up-to-date details and photo permissions.
- Responsible for ensuring all school admission packs are kept up-to-date and distributed in liaison with the SBL and Leadership team.
- Ensure all admissions correspondence is issued accurately & timely.
- Arrange internal clubs along with letter and online payment set-ups.
- Send out communication to all stakeholders via Groupcall.
- Liaise closely with Teachers, leadership team with regards to the smooth transition/induction of new families, and support arrangements for new starters.
- Maintain/Organise training for staff CPD.
- End of year rollover (MIS).
- Process census data & set-up markbook for Key stage assessments via MIS

## **Administrative**

- Provide clerical support e.g. photocopying, filing, emailing, completion of standard forms, and respond to routing correspondence
- Create children book labels
- Parent Evening Booking system
- Submit pupil data to LBR (HAF/Asylum)
- Process & arrange letting applications
- Maintain & Oversee photocopiers

### **Welfare**

- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with the general welfare of pupils.

### **General**

- To participate in the performance and development appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.
- Cover Reception duties as necessary.

### **Child Protection, Safeguarding**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

<b>Essential Experience</b>	<p>Experience using integris (MIS)</p> <p>General clerical/administrative work</p> <p>Experience within school admission role</p>
<b>Qualifications /Training</b>	<p>Induction/basic skills</p> <p>Good numeracy/literacy skills</p>
<b>Knowledge/Skills</b>	<p>Good understanding and ability to use relevant technology e.g. Microsoft Word, Microsoft Excel</p> <p>Participate in development and training opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p>
<b>Person Specification</b>	<p>To be flexible and to be able to respond to a variety of duties</p> <p>To be able to work as part of a team</p> <p>To be able to deal with parents and members of the public with courtesy</p> <p>To be well organised and hardworking</p> <p>In possession of a first aid certificate or be willing to undergo training</p> <p>Maintain the highest standards of honesty, integrity and confidentiality</p>

We welcome and encourage visits to the school from prospective candidates. Please contact the school office on 0208 551 7429 in advance to arrange a visit and tour of the school.

**Closing date for applications: 29<sup>th</sup> December 2023**

**Shortlisting will take place on 4<sup>th</sup> & 5<sup>th</sup> January 2024**

**Interviews will be held the week commencing 8<sup>th</sup> January 2024**

Application forms should be emailed to Rabina Khanam at : [admin.redbridgeprimary@redbridge.gov.uk](mailto:admin.redbridgeprimary@redbridge.gov.uk)

**Redbridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Redbridge Primary School is an equal opportunities employer and welcomes applications from men and women of all ages from any background and from candidates with disabilities.**