

WOODBRIIDGE HIGH SCHOOL

Job Title	Admissions Officer & Examinations Assistant	Grade	5
Reports to	Data Manager & Associate Head Teacher		
Responsible for	School Admissions		
Purpose of job			
The postholder will play a supporting role in providing administrative support services to parents, students and staff relating to admissions of students and examinations. The Admissions Officer will be responsible for providing administrative support to the pastoral team in the administration of secondary school places. In addition, the postholder will assist with the organisation of the invigilator timetables for mock and public exams and the direction of invigilators.			
Main duties and responsibilities			
<ul style="list-style-type: none">• To be familiar with necessary IT software relevant to the post; sims and MS Office including Excel.• To update the school's electronic student records as necessary.• Liaise with the borough admissions department to maintain an accurate and on-going list of students to be admitted in September and throughout the academic year.• Use the admission package Aplicaa Admissions+ and the borough system SAM (School Access Module) to process admissions.• Advise parents and school staff by telephone, email and letter on all aspects concerning school admissions.• To be responsible for school to school transfers: liaising with previous/new schools, ctf import and exports and send school paper files on to new school.• Organise pre admission meetings with year co-ordinators and parents.• Liaise with heads of departments and set up timetables in sims for in-year admissions.• Notify relevant staff of new admissions.• Ensure new Year 7 cohort data is all set up in sims ready for the new academic year.• Assist the assistant head and head of year 7 with the admissions processes for the in-coming cohort.• Process data for leavers; update sims, complete CME where necessary and follow up with new school.• Be responsible for data entered to the Biometrics systems and to take fingerprints of new staff and students.• Perform regular housekeeping duties within the student management information system sims.• To assist the Examinations officer with the preparation and running of mock and public exams.• To assist with recruitment and training of exams invigilators.• To create a schedule for invigilators for the examinations periods and arrange attendance at the school for examination invigilation.• To liaise with teachers to update the Guided Choices booklets for years 8 and 9 for students and their parents.• Undertake any other appropriate tasks as directed by Data Manager/Associate Head Teacher			

General
<ul style="list-style-type: none"> ▪ To attend and participate in relevant meetings, training and other learning activities ▪ To be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person ▪ To contribute to an environment that welcomes diversity and respects individuals. ▪ Undertake any other duties as can reasonably be requested by the Leadership Team and the Data Manager

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

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Job Title: Admissions Officer & Examinations Assistant	Essential	Desirable
Qualifications		
GCSE English and Mathematics	✓	
Experience		
Experience of using the Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Excel	✓	
Experience of using SIMS		✓
Experience of the SIMS Reporting		✓
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Good time management	✓	
Be able to deal with confidential matters appropriately	✓	
Excellent communication skills	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc. and maintain good working relationships	✓	
Be flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, maintaining and developing administrative systems	✓	
Good standard of numeracy and problem solving skills	✓	
Attention to detail in communication and planning	✓	
Ability to accurately input information to a database	✓	
Relations		
Have excellent interpersonal skills	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
IT Skills		
Have an understanding of databases	✓	
Have confidence in dealing with ICT software applications and have the ability to master new software	✓	
Personal Attributes		
An enthusiasm for working in a school environment		
To work well in a team		
An eagerness to gain experience, expertise and personal development through this post		
Confidentiality		
Contribute to the positive impression of our school		