



## SOLIHULL

### JOB DESCRIPTION: ADMISSIONS ADMINISTRATOR

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| <b>Responsible to:</b>         | Admissions Registrar   |
| <b>Primary Responsibility:</b> | To provide administrative support to the Admissions Registrar and to assist the Registrar with all aspects of the Admissions process (3-18 remit)    |
| <b>Hours of Work:</b>          | Full Year<br>22.5 hours, Wednesday, Thursday, Friday, 8.30 am until 5.00 pm<br>with flexibility to increase hours when recruitment business requires |

#### Responsibilities:

##### The main responsibilities include:

- To be responsible for the effective administration of admissions activities
- Answer all admissions enquiries for entry at all levels in a professional and timely manner
- Mailings to school and parents on behalf of the Headmaster; mailings include report requests for all levels of entry, examination/assessment arrangements and welcome pack documentation to all prospective and new parents
- Input registration information from RSAdmissions, continue to update as prospective pupils progress through the admissions process
- Liaising with parents, schools in regard to a prospective pupil's Access Arrangements and informing/updating the Learning Support Department of same
- Liaising with international families and schools, arranging examinations/assessments
- Produce/prepare/update all admissions paperwork and packs
- Process monies received (registration fees and acceptance fees), liaising with the Bursary
- Assist in the preparation of all entrance examination papers and documentation
- Maintain computer and paper based information and records, including archiving
- Assist in the smooth running of all Open Mornings, examination/assessment days, information events, taster days, auditions and interviews (these usually take place outside of normal school hours and the member of staff will be given time off in lieu in negotiation with their line manager).
- Update admissions documentation using ISAMs, RSAdmissions and Excel
- Process new pupil documentation at all entry points
- Responsible for arranging prospective parent tours; liaising with SLT, PMG and SMG, organising refreshments and continual liaison with parent, meet and greet
- Responsible for arranging taster sessions; liaising with Head of Transition, notifying SLT, PMG and Sixth Form team of tasters, continual liaison with parent, meet and greet
- Inputting and maintaining tour and taster spreadsheet, updating the Registrar on numbers and outcomes
- Communicate will all stakeholders efficiently and effectively; face to face, email and telephone

##### Other:

The Job Description is subject to:

- Any other reasonable duties and responsibilities as may be required by the Admissions Registrar or the Headmaster
- Annual Review to take into account the changing needs of the school

## General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

### **PERSON SPECIFICATION: ADMISSIONS ADMINISTRATOR**

|                              | <b>Essential</b>  | <b>Desirable</b>   |
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| <b>Qualifications</b>        | <p>Good standard level of education including GCSE English and Mathematics grade C or above</p> <p>Willing to undertake relevant training development</p>   |  |
| <b>Experience</b>            | <p>Previous experience of working alongside others as part of a team</p> <p>Experience using mail merge and databases</p>   | <p>Previous experience of working in a school / education environment or customer service</p> <p>Previous experience of working in school admissions</p> <p>Previous experience of working in an administrative role</p> |
| <b>Skills / Knowledge</b>    | <p>Excellent oral and written communication skills</p> <p>Good knowledge of Microsoft Office including Outlook, Word, Excel and PowerPoint</p>  | <p>Knowledge of management information systems (i.e. iSAMS, RSAdmissions)</p> <p>Knowledge/skill in using desktop publishing software (e.g. Publisher)</p>   |
| <b>Personal competencies</b> | <ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Highly organised</li> <li>• Excellent attention to detail</li> <li>• Ability to work under pressure, organise and prioritise workload</li> <li>• The capacity to remain calm and cope with the unexpected</li> <li>• Ability to work on occasional weekends and evenings as required (time off in lieu will be given)</li> <li>• The ability to assess and diffuse difficult conversations and communications</li> </ul> | <ul style="list-style-type: none"> <li>• Innovation and creativity</li> <li>• Ability to improve and implement new systems and processes</li> <li>• A good sense of humour</li> </ul>                                    |

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|  | <ul style="list-style-type: none"><li>• Ability to use own initiative and work without supervision when required, as well as working as part of a small team</li><li>• Highly professional manner</li><li>• Ability to deal with confidential information with discretion</li><li>• Excellent written and oral communication skills</li><li>• Ability to use careful judgement, tact and diplomacy</li><li>• Ability to problem solve</li><li>• Flexible attitude</li><li>• Excellent efficiency in administrative tasks</li><li>• Good eye for detail and ability to identify errors in text</li></ul> |  |
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