

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



**ADMISSIONS OFFICER
& CLERICAL ASSISTANT**

Success for all through
ACHIEVEMENT, CHALLENGE AND ENJOYMENT

GRADE: Bucks Pay Range 3
42 Weeks per year, to Include:
Inset (5 Days)
3 Weeks during the Summer Holiday
1 Week split between 2 Half Term Holidays
Overtime to be agreed in advance

ACCOUNTABLE TO: Assistant Headteacher & School Business Manager

ACCOUNTABLE FOR: Admissions & Clerical Administration

MAIN DUTIES AND RESPONSIBILITIES:

- To oversee the admissions arrangements of the school, as well as liaise with the Data Manager to facilitate systems for pupils leaving the school. This will include the following:
 - Dealing with the day to day admissions enquiries and being the first point of contact for parents, pupils and County during the admissions process
 - Maintaining diaries, making appointments, setting up meetings and conducting tours as required.
 - To be well-informed about the school's academic achievements / results and academic / extra-curricular offer and the working of the school.
 - Liaising with County, previous schools and with internal departments within school to ensure a seamless transition for pupils with all background information obtained and the correct timetable, House, form group and sets specified etc.
 - Use of SIMS for student information: all data entry for new pupils and the responsibility for keeping data up to date and consistent throughout the application and admissions process, using the School's online programme.
 - Setting up/managing the appropriate filing systems for pupils
 - Send CTFs on request and paper files for leavers. Keep a record in SIMS of Year 11 destination data. Archive student leaver files if not requested by their destination institution
 - Assisting the Marketing & Communications Officer with organising school admission events
 - Assisting with Primary liaison and Year 6 transition
- To support school media and website communications, this may include the following:
 - Social media updates, writing material to Facebook, Twitter and Instagram in line with the school's requirements and each platform's distinctive "voice."
 - Ensure brand consistency and correct stakeholders informed by each piece of communication
 - Support marketing across the school and upload material to the school website, as and when required.
 - Support with the administration, organisation and execution of events, in line with the school calendar, including selecting and ordering of promotional merchandise.
- To support and provide clerical assistance
 - Use the school's telephone system to respond to queries from parents and visitors, ensuring messages are dealt with in a professional and prompt manner
 - Undertake word processing of school correspondence, policies, procedures and documents to support the curriculum departments, teaching staff and other departments in the school.
 - Provide cover for the main school reception area, as requested including the sorting of school post, general office filing and the meeting/greeting of parents, pupils and visitors.
 - Provide First Aid care for students, keeping all necessary records and making arrangements to ensure the care of children is appropriate
- To participate in the School's performance appraisal system.

The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the School Business Manager. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

This post may be subject to modification or amendment after consultation with the post holder.

Signed: _____ **Date:** _____
Admissions Officer & Clerical Assistant

Signed: _____ **Date:** _____
Headteacher