

# Holy Family Catholic School & Sixth Form

**Job Description** –Admissions, Attendance and Administrative Officer

**Responsible to:** AHT

**NJC Points 11-13 £18,357 - £18,396 (pro rata)** - 45.6 weeks; 5 days per week; 4 hours 45 mins per day, 9.15am -2.45pm

Core Roles of the Admissions, Attendance and Administrative Officer:

- To administer the admissions process under the direction of the Data Manager and Deputy Head (Walthamstow House Site)
- To ensure that student data is accurate and kept up to date.
- To monitor attendance
- Work effectively as part of a team
- To provide administrative support to the Senior Leadership Team.

## **Specific Responsibilities**

### **1. Routine Duties**

- To input data accurately into SIMS from data collection sheets.
- To input and update email addresses required for *ParentMail*.
- To send the weekly return to the LBWF school admissions department
- To update the school nurses about student migration.
- To send letters of acknowledgement when the school receives in-year admissions applications.
- To send *Groupcall* messages.
- To make phone calls and answer queries as required.
- To check and follow up attendance for students in years 7 & 8.
- To send 'first day contact' text messages to parents whose children are absent without reason.
- To check registers for all lessons, particularly the statutory registration times morning and afternoon

### **2. Other Administrative Duties**

- To cover for absent colleagues in the administrative team.
- To provide administrative support to the Senior Leadership Team.
- To provide administrative support for parents' evenings, open evenings
- To assist with the annual stock take.

### **3. Other Duties**

- To provide refreshments for senior staff and visitors.
- Administer first aid where appropriate training has been provided.
- Undertake any other duties as directed from to time by the Head Teacher

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## Person Specification

**The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.**

### **The Post-holder will:**

- Have a record of good attendance and punctuality.
- Have good literacy and numeracy skills.
- Have excellent ICT skills
- (Ideally) have experience working in a secondary school.
- Have excellent organisational skills.
- Have excellent communication skills.
- Be willing to learn new skills.
- Be able to foster good relationships with students.
- Be trustworthy.
- Be able to respect confidentiality.

### **Personal Circumstances & Safeguarding**

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

March 2018