



# Highclare School

## Administrator (Admissions & Marketing) Job Description

### Job Purpose:

As a member of the Highclare School support staff, the post holder will be responsible for maintaining the admissions element of the school management information system together with providing general support to the Admissions and Communications Manager.

### Duties and Responsibilities

To undertake general administration duties as directed, working in any of the three school offices as required. This includes the admissions element of the school management information system (SIMS), under the direction of the Admissions and Communications Manager and SIMS administrator.

#### 1. Parents related:

- Liaise with parents about admission to the school, making appointments to view the school and for pupils to be assessed, providing regular and personal contact with parents throughout the admission and registration process.
- Undertake all administration involved in the admissions process from enquiry through to the first admission of pupils.
- Liaise with parents regarding the termination of contracts, pupils leaving and forwarding information to new schools.
- Attend all Open Days / events (including those held on Saturday mornings) and record enquiry information electronically as necessary.
- Support marketing of the school to prospective and current parents including attending various other school events as required.

#### 2. Staff related:

- Ensure all pupil information on SIMS is complete by liaising with key school staff as required.
- Communicate information of admissions / leavers to relevant stakeholders on a regular basis.
- Assist the Admissions and Communications Manager in developing and maximising the use of SIMS and other data systems in conjunction with the school ICT staff.
- Provide accurate and timely information to the Finance Department to ensure that billing information is correct.

#### 3. ICT related:

- Assist with SIMS housekeeping to ensure the integrity of the school's admissions and enquiry data.
- Continually develop automated processes to improve efficiency and effectiveness of admissions processes.
- Ensure all data is appropriately recorded to ensure information can be accessed accurately by other members of the school.
- Assist with uploading and downloading Common Transfer Files (CTFs) to / from other educational establishments.
- Ensure that all necessary information is produced in a relevant and appropriate format for all stakeholders and is compliant with Data Protection (GDPR) legislation.
- Undertake ad-hoc analysis / reporting as required.
- Be proactive for training opportunities offered by SIP IT (SIMS providers).
- Adhere to the ethos of the school:
  - Promote the agreed vision and aims of the school
  - Set an example of personal integrity and professionalism.
  - Attend appropriate staff meetings and parents' evenings.
- Carry out other duties as commensurate with grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible but is not exhaustive.

*Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.*



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## Administrator (Admissions & Marketing) Person Specification

### Essential Skills Required

1. Be willing to work in a developing and pressured environment to meet the needs of the school, managing competing and changing priorities to meet deadlines
2. Work in a confidential manner in accordance with procedures and policies
3. Produce accurate work to a high standard
4. Have excellent communication skills and excellent telephone manner
5. Able and confident to work on own initiative
6. Ability to evaluate and improve working practices over time.
7. A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

### Desirable skills

1. School experience
2. Experience of SIMS

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