



JOB DESCRIPTION

POSITION: School Administrator
REPORTS TO: Admissions Lead/School Business Manager
RESPONSIBLE FOR: Admissions and Student Data Administration
LOCATION: Heathermount School - Ascot

MAIN PURPOSE:

- Provide daily administrative support to the Admissions Lead and School Business Manager.
- Maintain accurate and up-to-date student data records, ensuring the Management Information System (Arbor), filing, and archiving are consistently accurate.

MAIN TASKS AND RESPONSIBILITIES

- Support the compilation of admissions, student data and review paperwork.
- Support the Admissions and Student Data processes by filing, archiving, printing, photocopying, minute taking, distributing internal and external data to relevant stakeholders and using Heathermount's systems to update records.
- Help organise parents' evenings and open events, including arranging rooms, equipment, and refreshments as required.
- Maintain records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide administrative support to staff as required.
- Maintain student admissions, enrolments and transfer paperwork.
- Collaborate with the Admissions Lead to assist families interested in the school.
- Handle telephone and face-to-face enquiries professionally and efficiently
- Manage school correspondence (emails, letters and phone calls) and respond promptly and accurately.
- Support with year end data collection
- Perform any other duties as specified by the School, appropriate to the role's level and responsibilities.
- Undertake any reasonable travelling requirements to fulfil the tasks and responsibilities of the role.

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Complete thorough induction programme
- Participate in regular support and supervision from line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings and conferences (as requested/approved by line management) to ensure up to date knowledge relevant to the role
- Attend and participate in team meetings, School CPD and other meetings, both internal and external as required.

POLICIES AND PROCEDURES

- The post holder will always be expected to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by the school.
- Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

VALUES, ETHICS AND CONFIDENTIALITY

When working for the school all employees are required to work responsibly and be accountable for their actions, upholding dignity and the rights and health and wellbeing of our pupils and their Colleagues. This is achieved by ensuring that the school's values and behaviours are demonstrated in everything we do, and this creates the culture of the Trust.

To be aware of Equality Diversity & Inclusion characteristics and ensure that these are considered appropriately throughout all work undertaken.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: _____

Signature: _____

Date: _____