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| Admissions Administrator and Principal’s PA Job Description |

##### School Vision

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| We believe a great values driven education has the power to transform futures. Every student who joins us will receive the very best education and will be prepared to take their place in the world with confidence, purpose, enthusiasm and strength of character. Our shared Christian values of Love, Co-operation, Stewardship, Respect and Service permeate all the work undertaken in college. Students are encouraged to recognise the importance of education in their own fulfilment as individuals. | |
| Employment Details | |
| Job Title: | Principal’s PA and Admissions Administrator |
| Reports to (Job Title): | Principal |
| Type of Position: | Permanent |
| Hours of work: | Full-time, 38 hours per week, 42 weeks per year (term-time plus 3 weeks) |
| Start Date: | 2nd September 2024 |
| Level and Scale Point: | F1-F5 £26,846 - £30,481 (FTE £27,860 - £31,631) |
| Job Purpose:   * To provide a confidential secretarial service to the Principal ensuring she is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal’s absence refer matters to relevant members of the College Leadership Team for action. * To provide a range of services to the Principal which means that work will be generated throughout the day. Due to the routine of the school, the workload may not be evenly spread throughout the year. * To liaise with School Local Committee members, the Good Shepherd Trust and staff on behalf of the Principal. * To provide an efficient and effective administrative support service for all admissions matters, continually improving the service provided for Christ’s College students, parents/carers and staff to ensure that Christ’s College Guildford is effectively represented and all paperwork in place for Appeal Panel hearings. | |
| Main Duties / Responsibilities | |

A great deal of information and work dealt with is, of necessity, confidential and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity.

**PA to the Principal**

1. To maintain the Principal’s diary and bring meetings and appointments to their attention
2. To organise meetings for the Principal including inviting other participants to meetings
3. To ensure the Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal’s absence refer matters to the relevant members of the Leadership Team.
4. To co-ordinate the agenda for Leadership Team meetings, take action points of meetings and then distributing promptly to Leadership team members
5. To attend and take minutes of any other meetings as requested by the Principal
6. To act as first point of contact for visitors, staff and students who have a meeting with the Principal
7. To arrange hospitality and refreshments for the Principal’s visitors, meetings and school events as requested.
8. To produce and distribute the school bulletin in conjunction with the Principal or the members of the Leadership team.
9. To be confident in the use of the school’s MIS system (Arbor)
10. Liaise with the Principal daily regarding the events of the day.
11. Filter telephone calls before passing them to the Principal, if it is deemed necessary.
12. Make any telephone calls as requested by the Principal and follow up any resultant actions.
13. Attend relevant training and take responsibility for own development.
14. Maintain College policy schedule.

**Admissions Administrator**

1. Organise and liaise with staff, students, parents/carers and other agencies in order to support Christ’s College’s Admissions and Appeals process
2. Work closely with teaching staff and the College Leadership Team on matters associated with Admissions and Appeals process
3. Co-ordinate and manage the complete admissions programme for all new students joining the College
4. Provide advice and guidance to staff, students, parents/carers and others for admissions
5. Support with the organisation of open evening arrangements and tours for new students/transition
6. As the outward face of the school to ensure prompt internal and external communication of information
7. Undertake administrative tasks as directed by your line manager
8. Scan documents and shred those no longer required.
9. Request, collate, proof read and print reports/letters/documents as required as associated with admissions and PA role.
10. To ensure the maintenance of accurate and up-to-date information concerning relevant pastoral information on the school’s management information system for new starters
11. Administer the end-to-end Christ College Guildford’s Admissions and Appeals process ensuring that all applications, paperwork and relevant information is in place, information systems are updated and staff, students, parents/carers and others are well informed.

**Promotion of School Values**

1. To contribute to whole school events as and when required
2. To support and contribute to the School’s commitment to safeguarding all students. All schools in the Good Shepherd Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all Employees working at Christ’s College are expected to share this commitment.
3. To be aware of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
4. To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

**Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Qualifications/ Training** | GCSE grade C or equivalent in English and Maths | ITQ Level 2 qualification or equivalent  NVQ Level 3 in Business Administration |
| **Experience** | * Significant experience of working as a PA or Secretary for a senior manager * Significant experience of performing all aspects of administration at a senior level * Significant experience of minute taking * Experience of planning and coordinating meetings in line with diary management * Experience of using MS Word and Excel to produce a range of professional documents | Significant experience of a similar role in education  Experience of using a Management Information system  Experience of using MS PowerPoint to a high standard |
| **Knowledge/ Skills** | * Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality * Work under pressure and meet deadlines whilst still being polite and reasonable * Use a solution focussed approach * Excellent ICT skills * Excellent organisational skills and attention to detail * Consult and negotiate with external agencies to reach the best outcome for the school * Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people * Willingness to learn and develop new skills | Skilled in using short hand  Knowledge and experience of whole school procedures, organisation and structure  Experience of Arbor/SIMS software  Experience of Google drive, docs, sheets, forms etc |
| **Personal Qualities** | * Commitment to the provision and improvement of quality service provision * Demonstrate vigour and persistence to achieve goals and targets * Set consistently high expectations of self and others * Ability to be flexible and adaptable if required * Able to deal with conflict with tact and diplomacy * A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills * Resilient and determined to achieve goals and targets set by Senior Leadership * Commitment to the highest standards of child protection |  |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the College. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Christ’s College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.