**Job Description:** Admissions Officer and SEN Administrator

**Contract type:** Permanent

**Location:** Crownhill Road, London NW10 4EP

**Post-holder: Vacancy**

**Scale:** Scale Point SO2, Range 26-28

**Date:** 1st September 2024

**Reporting to:** Assistant Headteacher (EBU) for Transition and Primary Liaison

Senior Assistant Headteacher (CPA) for in –year and fair access admissions

**Mission**

*Championing excellence and equality in all-girls’ education*

**Hours**

5 days a week

36 hours per week: Monday & Tuesday 8.00am – 4.30pm

Wednesday, Thursday & Friday 8.00am– 4.00pm

1 hour each day in unpaid breaks

# Purpose of the Post:

* Administering all aspects of school admissions and roll.
* Provision of efficient administrative and clerical support to the SEND department and SENDCO

1. **Admissions Officer**

**Duties and Responsibilities – Admissions**

* To support SLT with responsibility for recruitment in developing and enhancing the recruitment process.
* To contribute towards primary to secondary transition activities.
* To support SLT in the monitoring and evaluation of community related activities.
* To actively contribute and be involved in the organisation of taster days and recruitment events.
* To remain informed of current statutory Admissions codes and advise SLT of any changes or actions required.
* To be the first point of contact for prospective parents wishing to apply for a school place.
* To implement the Admissions Procedures for the school in line with the Admissions Policy provided by the London Borough of Brent and ensure these Procedures are applied by the school throughout the academic year.
* To manage the data on student roll maintaining on/off roll records and producing a weekly report for SLT.
* To take lead responsibility for managing the efficient processing of all applications for admission to the school.
* To co-ordinate new admissions meetings.
* To prioritise any applications, waiting lists and class allocation with Headmistress/SLT/Heads of Years and notify all relevant parties.
* To play a central role in the development and implementation of the school’s strategy and policy on admissions.
* To contribute to the analysis of student numbers and take appropriate steps including forward planning in response to findings.
* To deal with all Admissions correspondence including the inputting of data onto SIMS and monitoring this data over time and generating internal reports as required.
* To liaise with the Local Authority Admissions Team regarding waiting lists and offers of places.
* To prepare and maintain paper files for all pupils in conjunction with the PSM for each year group.
* To chase and receive student files from school transfers.
* To provide a weekly report to SLT /Heads of Years on roll figures.
* To provide any admissions and roll information for Governors as requested.
* To manage the pre-admissions area in Arbor making sure all applicants and their full details are loaded accurately and updated.
* Oversee the on/off roll process and ensure that all school/ legal requirements are met.
* To ensure that student data is entered accurately and to maintain student records on Arbor.
* To keep up to date with changing requirements from DfE and London Borough of Brent.
* Ensure that we do everything possible to maximise our admissions by working efficiently, positively and flexibly with Brent Admissions.
* To enter into Arbor data on students, contacts, personal and family information
* To ensure that Arbor is populated fully and accurately with students’ information
* To draw reports from Arbor as required

1. **Administrative and clerical duties needed to support the Enhanced Learning Department**

* Provide administrative support in SEND meetings, taking minutes and locating files and other information as requested
* Type up notes of meetings and SEND Review documents and other relevant papers, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND
* Maintain accurate files and records of students with SEND Inc. SEND register on Arbor
* Support the SENDCO with the SEND identification, assessment, monitoring, and review process ensuring all records are updated regularly
* Complete administration of student referrals and support the SENDCO in preparing for a range of meetings with external agencies
* Oversee room bookings and appointments for external visitors and manage the appointment diary on Outlook for the SENDCO
* Ensure accurate records are kept regarding the needs of students with specific access arrangements in examinations and liaise with the School Exams Officer to ensure effective communication and deadlines met
* Support with the gathering and collating of evidence from teachers regarding students’ normal way of working
* Monitor the evidence required by the examination boards, ensuring it is kept up to date
* Liaise with the Exams Officer and Specialist Assessor to ensure every student who is entitled to access arrangements in examinations has those needs met
* Answering enquiries, typing, sending letters and reports to parents/outside agencies
* Liaising with parents, Local Authorities and other stakeholders as necessary
* Ensuring all Annual Review paperwork is completed, collated and submitted on time. Attend and take minutes at weekly faculty meetings and multi-professional meetings as appropriate.
* Manage up to date record keeping e.g. budget, funding, census etc

**Support for Students and Parents/Carers**

* Take initial enquiries from parents/carers and communicate them to the SENDCO as appropriate
* Liaise with parents/carers about appointments and meeting times
* Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding
* Update the SEND Information Report and relevant sections on the school website

**Support for Teachers**

* Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning
* Request and share information about student progress including updating student passports
* Support the SENDCO in communicating strategies to staff to support High Quality First Teaching
* Collate data for SEND students’ identification, progress, target setting, monitoring and intervention purposes

**Other Administrative Duties**

* To support the administrative functions of the school, when required.
* To cover administrative positions in cases of short-term absences.
* To be a member of the First Aid team and keep certification updated.
* To cover reception for staff breaks, and in the case of staff absence, on a rota where required

**Meetings**

To attend line management meetings with SLT and carry out agreed actions

To attend whole staff briefings on Mondays and Thursdays

To attend full staff meetings according to the calendar as required

**INSET and CPD**

To participate in the school’s annual appraisal cycle

To compete 15 hours of INSET training each year that is relevant to job role

**General Duties**

* To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
* To provide advice and guidance to staff and others to undertake administration procedures.

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| Although every attempt has been made to outline the primary duties and obligations associated with the position, specific tasks may not be explicitly mentioned, particularly in the dynamic environment of a developing school.  This job description is accurate as of the indicated date; however, the Headteacher reserves the right, in consultation with the incumbent, to modify it to align with evolving job requirements and expectations corresponding to the position's grade and title. |

**All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.**