



The NSB Trust



JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME:

POST:

Trust Admissions Officer

Point (Support Scale range 12-14)

37 Hours a week, 39 weeks

8:30am-4:30pm Mon - Thur

8:30am-4:00pm Fri

30 minutes unpaid lunch daily

LINE MANAGER:

Senior School Administrator (NS)/Trust Admissions Lead

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of teacher support staff will include any activities which allow the teaching staff to become more effective in the classroom.

Most common clerical support duties are some or all of:

- word-processing of correspondence, reports and documents, data input
- assisting with preparation of classroom / display materials
- ordering of stock; checking deliveries and following-up outstanding items; maintaining records of same
- dealing with enquiries from pupils, staff and public
- operation of reprographic equipment
- filing
- other office duties (e.g. opening/sorting/distributing mail, screening callers - both personal and telephone, recording of minutes of meetings)
- main reception/student services cover
- any other duties as requested from time to time by the Headteacher or his agent, for which appropriate training will be given as necessary. These duties may include for example:
 - general clerical and administrative support
 - exam invigilation
 - collation of papers for large mail shots

The specific roles and responsibilities of this post will include:

- deal with queries regarding admissions at Y7 and In-Year admissions across the Trust
- co-ordinate the admissions process with the member of staff with responsibility across the Trust
- check that admissions arrangements operated by schools in the Trust comply with the requirements of the School Admissions code
- ensure that admissions timelines are adhered to and that policies are up to date and accessible on Trust schools' websites
- ensure that all arrangements are in place for the Y7 Open Evenings and the Y7 Presentation Evenings including relevant paperwork and booklets by liaising with the relevant member of staff in each Trust school
- collate admissions to Y7 for Trust schools and manage a database of admissions
- verify and manage the status of sibling links, children of staff, EHCP, LAC and pLAC students
- correspond with applicants and appellants as necessary
- organise admissions and aptitude tests
- liaise with the LA regarding the Northamptonshire Admissions booklet
- liaise with the LA regarding admissions lists
- liaise with the independent panel regarding appeals hearings, including provision of relevant information and paperwork for them
- collate communications to parents of new students post National Offer Day
- liaise closely with the relevant Transition Teams in each Trust school passing on all offer information post National Offer Day
- attendance at some Saturday and evening events relating to admissions as required
- prepare relevant in-year admissions data for Trustees
- maintain records of all students joining NSB
- provide information to Trust school staff to enable timetables, uniform and starter information to be produced for new students joining NSB/NS
- maintain Year 7 and In-Year Application waiting lists
- maintain an appeals log for invoicing the ESFA

There are certain periods of the year where this role is not as busy as others, therefore, during these times, the Senior School Administrator will be able to utilise the Admissions Officer to carry out other suitable tasks within the Admin Team.

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

June 2024