

Job Description

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Teddington School. It is not intended to be a comprehensive listing of every task that a Teddington School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post holder.

Job Title: Cover and Admissions Officer
Salary Grade: Scale 4 Pt 7 £22,377
Hours: 35 hours per week 37 weeks per annum
Reporting to: Business Manager

Job Purpose: To organise the day-to-day cover requirements for absent staff in order to provide continuity of student learning. To work in conjunction with the relevant member of the senior team to reduce the reasons for cover. To lead and be responsible for school admissions at each point of entry and for in-year admissions.

Key accountabilities and specific tasks:

Cover Administrator

- Pick up messages from teaching staff and allocate cover using the school's Management Information System
- If unable to cover internally liaise with the Headteacher and Business Manager for agreement to request external agency support
- Ensure that all classes requiring cover are planned for and that the work is organised and appropriate
- If necessary liaise with the relevant Head of Department concerning work for classes so that all students can access the work and make progress
- Provide data to senior management on the level of cover set

Admissions

- To operate as lead contact for parents seeking pupil admission information from the school, explaining and assisting with admission procedures and ensuring that the relevant student information is obtained from previous schools for new admissions and that information for those leaving Teddington School is passed on to receiving schools
- Process external applications to all year groups, liaising with the lead SLT member as appropriate
- Take an active role in the preparation for the transition process, including providing parents with necessary information packs, attending the School Open Evenings/Afternoons and being available to assist parents with applications
- Ensure that a free school meal entitlement check is undertaken for all admissions





- Liaise with the Inclusion Team with regards to applicants who have an Education and Health Care Plan, special educational needs or English as an additional language, with the Designated Safeguarding Lead with regard to applicants who have safeguarding requirements
- Produce statistics relating to students on/off roll and ensure this is accurate and communicated to all relevant stakeholders
- Arrange in-year admission meetings with relevant staff and ensure that all relevant information is available

Other

- To carry out general office tasks as required: reprographics; reception duties and general administration
- To support other colleagues in the administration team as required
- To carry out any other tasks as reasonably requested by the Headteacher or his/her representative



Cover and Admissions Administrator: Person Specification

Knowledge/Qualifications

- A good standard of education
- Maths & English good GCSE or equivalent
- Education at A Level/degree level (desirable)
- Good level of numeracy
- Good level of literacy

Skills/Abilities

- Good IT Skills
- To follow instructions
- Plan and prioritise regular and irregular tasks
- Have a flexible and positive approach to work
- To manage one's time efficiently
- Inspire & motivate students
- Support students in accessing the curriculum
- Have a consistent approach to behaviour management

Experience

- Maintain confidentiality
- Relevant experience with young people
- Knowledge and understanding of education (desirable)
- An understanding of special education needs (desirable)

Professional & personal qualities

- An ability to work as part of a team
- Ability to maintain appropriate adult/student boundaries
- Ability to relate effectively to and earn the confidence of staff, students and parents
- Be sensitive to students' needs and concerns
- Have a keen interest in all aspects of school life
- Have a commitment to equal opportunities
- Be committed to ongoing professional development

Other

- To carry out any other tasks as reasonably requested by the Headteacher or his/her representative
- To follow school policies & procedures especially those relating to Child Protection & Safeguarding.
- To support the ethos of the school