



Admissions Secretary

We are seeking a part time Admissions Secretary to join our school as soon as possible.

The Admissions Secretary will manage all aspects of the admissions process, and will be responsible for maintaining accurate records for all pupils on roll using the school's management information system, currently SIMS.

This will be a part time post of 22.5 hours per week (0.61 FTE) working year-round, with six weeks annual leave.

The salary scale is £19,000 to £21,384 for a full time post. The actual salary scale at 0.61 FTE will therefore be £11,590 to £13,044 depending on experience, plus pension.

Steiner Academy Bristol is a state-funded Steiner school in an urban area, opened in September 2014. We are an all-through school (ages 4-16) and by 2022 we will have grown to 624 pupils.

The school is based on the St Matthias Campus in Fishponds, Bristol.

Our ethos and values

Our vision is for a school in which all children can fully experience the wonders of Steiner education: maintaining childhood; thinking independently, clearly and considerately; observing the world perceptively; and acting with creativity, courage and self-determination.

We are part of a growing group of state-funded Steiner Academies (Hereford, Frome and Exeter) that are building a foundation for Steiner education in the state sector with a commitment to diversity and accessibility.

We are collaborating increasingly closely with the other Steiner Academies, to help coordinate work on curriculum development, teacher training, mentoring and career development as well as joint procurement and other services.

You can find out more about our school via our website at -

<http://www.steineracademybristol.org.uk/>

Please see the "How to Apply" document for full information on how to apply.

Job Description

The Admissions Officer will hold a key role with the school's admin team, responsible for all aspects of the day to day operation of admissions and in year transfers, and for management of pupil data using SIMS.

The post will be line-managed by the School Business Manager.

Working hours

The post will be 0.61 FTE, ie 22.5 hrs per week to be organised by agreement across the working week with occasional weekend and evening work as required.

Main responsibilities and tasks

- To be the key person responsible for pupil admissions in accordance with the school admissions policy, the School Admissions Code and the LA admissions process.
- To be wholly responsible for the day to day operation of admissions process for the school including KG intake, mid-term admissions and leavers including CTFs, waiting lists and transfer to other schools.
- To liaise with prospective parents, providing clear information about the school; arranging prospective parent visits to the school; and helping to arrange open days and other events.
- To work with the SENCO and the local authority SEN team to manage applications and admissions of children with Education, Health and Care Plans.
- To maintain pupil records using SIMS, both for new pupils and for children already on roll.
- To help to track attendance and absence for pupils on roll.
- To support parents with completing registration and other forms.
- To prepare information and files for forwarding on to appropriate schools as necessary.
- To work as part of the administration team to ensure the smooth day to day running of school administrative functions.
- To have excellent knowledge of all school office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school.
- To cover for the other office staff where necessary, building a good understanding of the general administrative systems in use in the school.

Person Specification

Essential

- Experience of general office and administrative work.
- Good level of literacy and numeracy skills.
- Excellent IT literacy and experience of use of database systems such as SIMS.
- Proven ability to work within a framework of policy and to set deadlines and timetables.
- Proven ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner.
- Proven ability to work constructively as part of a team, understanding school roles and responsibilities and the post holder's position within these.
- Proven ability to identify own training and development needs and work to address these.
- Willingness to undergo an Enhanced DBS (Disclosure and Barring Service) check (previously called a CRB check).

Desirable

- Experience of school admissions processes and policy.
- Experience of working with children.
- Experience of school Management Information Systems, especially SIMS.
- Appropriate level of knowledge of first aid.
- Knowledge of relevant policies and codes of practice.
- Experience of Steiner education.

Pay and conditions

The salary scale is £19,000 to £21,384 for a full time post. The actual salary scale at 0.61 FTE will therefore be £11,590 to £13,044 depending on experience, plus pension.

The successful applicant will be offered a pay grade commensurate with their experience. Salaries are reviewed annually as part of a cycle of appraisal and performance management.

Essential Information

Any appointment will be subject to an enhanced DBS (CRB) check.

Proof of all qualifications will be required prior to an appointment being offered.

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rules), sex / gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

Please be aware that we are not able to guarantee a school place for the children of staff. The school's admission policy is such that children of staff have some priority in the waiting list, but admission will depend on a place being available.

Steiner Academy Bristol

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