



## Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Admissions Officer
Reports To	Deputy Headteacher
Contract Type	Permanent Term Time, plus 5 Inset Days. Plus, an additional 10 days worked throughout the calendar year to meet additional role requirements.
Role	Support
Working Hours	37 or 27 hours per week
Working Pattern (Days)	37-hour contract Monday – Thursday: 8.30am – 4.30pm Friday 8.00am – 4.00pm  27-hour contract Monday – Thursday 9.00am - 3.00pm Friday - 9.00am - 3.00pm
Unpaid Breaks	Both contracts Monday – Thursday: half hour break Friday: one hour break
Pay Range	H8

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### Job Purpose

To provide an efficient and effective admissions administrative service to the school, working as part of the office support team, being proactive in seeking out tasks and helping elsewhere if needed.



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### **Main Duties & Responsibilities:**

- Dealing with all aspects of Admissions from initial enquiries from parents, schools, County through to actually being placed on roll for Years 7 to 11.
- Working with 6<sup>th</sup> Form Administrators to identify students who have not returned in Year 12, or who have joined and left WGGGS Sixth Form to identify new school/college.
- Removing from roll on SIMS and uploading CTF to the DfE website and notifying Safeguarding Officer to enable Safeguarding file transfer.
- Working with parents of in-year leavers to identify new school, complete leavers form and submit to HCC and notifying Safeguarding Officer to enable Safeguarding file transfer.
- Responsible for the administration and organisation of the WGGGS Academic and Music tests, which may include reserve dates during some cycles.
- Dealing with Hertfordshire County Council (HCC) regarding admissions, both for entry into Year 7 and any casual vacancies that may arise.
- Responsible for the Admission application process from applications received to actual offers being made, validating sibling applications against SIMS records and liaising with WBGS to validate cross-sibling applications.
- Dealing with HCC Appeals department on the administration of appeals. Arranging dates; ensuring they have any necessary information; ensuring that the appropriate member of SLT is fully briefed to enable them to state the case of the school.
- Ensure that 'Continued Interest' lists are maintained.
- Ensure that any reference requests for any pupil in years 7 to 11 are dealt with in a timely manner.
- Securing Unique Pupil Numbers (UPNs) and Common Transfer Files (CTFs) from feeder primary and secondary schools to enable new Year 7, 12 and casual vacancy students to be placed on roll.
- Securing and scanning copies of admissions documentation from parents for new students in Year 7, Year 12 and for casual vacancy admissions.
- Place any new pupils onto the SIMS database and ensure that the SIMS database is always up to date, to include registration form, ethnicity form, parental consent form, birth certificate, passport and home office documentation (e.g., settled status/right to remain).
- Creation of hard copy file for each student to include all paperwork listed in the point above.
- Filing pupil records for incoming students including secure destruction of unnecessary Year 6 paperwork and Year 12 external students who have declined their place.
- Scan documents of note (e.g., medical information) for incoming pupils to SIMS.
- Responsible for the upkeep of files, including archiving of leavers on a 5-year rotational basis.
- Transferring the content of Year 7 interview forms into the Master Secondary Transfer Spreadsheet and scanning interview forms to pupil record.
- Drafting form lists for Year 7 in line with DoKS and Head of Year requirements.
- Making transition visit appointments.
- Provide information and input for the school census.

This list is not exhaustive.

Any other task as may be reasonably requested by a member of the Line Manager and Leadership Team.



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### Contacts

Frequent telephone, personal and written contact with:

- Members of staff
- Parents
- Hertfordshire County Council
- Outside bodies/agencies
- External school staff

### Equalities

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks. This school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment.

### Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in an annual performance review at which objectives will be set and development needs identified, as required by the school's policies and practice.

### Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others



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- iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
  - d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
  - e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
  - f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
  - g. This job description is not necessarily a comprehensive definition of the post.
  - h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
  - i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:  
Headteacher

Date:

Signed:

Date: