

JOB DESCRIPTION

JOB TITLE	Admissions Administrator
DEPARTMENT/SECTION	Admissions
LINE MANAGER	Deborah Cleveland-Hurley
RESPONSIBLE FOR	Administrative Support

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Support the administrative work of Admissions Team.

KEY DUTIES AND RESPONSIBILITIES:

- Providing comprehensive administrative assistance across the department
- Processing all registration applications accurately and in a timely fashion
- Scheduling assessment appointments and preparing assessment/interview sheets
- Emailing appointment chasers as appropriate
- Maintaining an up to date vacancy register
- Updating information on the School database when appropriate
- Electronic filing of correspondence eg acceptance emails
- Attending all relevant events, Open Day, Information Mornings, Entrance Exams (all Saturdays) as well as some evening events
- Assisting with the preparation for and organisation of assessment and tour days
- Assisting with the production of appropriate literature and presentations

TERMS OF EMPLOYMENT:

- **Term time:** 08:00 – 17:00, Monday – Friday, with one hour for lunch which is unpaid
- **School holidays:** 08.30– 15:30 Monday to Friday, with half an hour for lunch which is unpaid
- **Required attendance:** As part of the contracted hours, the post holder will be required to attend Open Day, Information and Mornings, Entrance Examinations (all Saturdays) as well as some evening events. Please note that time in lieu and additional payment will not be offered for these days.
- **Holiday:** 30 days to be taken during school holidays, and in such a manner that the Admissions Office is permanently staffed throughout the year, except for bank holidays when the entire School is closed. Due to the nature of the workload in the Admissions Office the vast majority of holiday needs to be taken during Easter, May half term and the Summer break.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.