

Post title	Admissions and Attendance Officer (36.25 hours, 8:30-4:45), Term time plus 3 weeks
Responsible to	Senior Administrator
Salary range	LPT 5

Role outline
Surrey Maths School (SuMS) is seeking to appoint a professional and reliable Attendance and Admissions Officer. As a brand-new school, we are in a phase of growth and development. This role will suit someone excited to be part of a new team, happy to take on a wide variety of duties, and looking to develop their own skills as the role develops over the next couple of years.

Responsibilities
<p>Attendance management</p> <ul style="list-style-type: none"> a. Manage the morning and afternoon registers to support attendance and ensure the safety of students. b. Liaise with parents and carers when a student is not in school, and no absence has been reported. c. Ensure any students arriving late or leaving early follow the correct signing in/out procedures. d. Support the maintenance and updating of the School's Information Management System (full training will be provided). <p>Admissions officer</p> <ul style="list-style-type: none"> a. Act as a first point of contact for admissions queries, providing a sensitive and supportive response to parents and other stakeholders. b. Work with the Senior Leadership Team and the Year Lead Team to manage the admissions process, ensuring accurate and clear communication with families at all times. c. Support the Senior Leadership Team with the strategic admissions work for the school aim of widening participation, including focused work to support girls, FSM students and other disadvantaged students to know about SuMS, feel a sense of belonging, and be successful in their applications d. Ensure accurate admissions data is held for students, by ensuring records are kept up-to-date, accurate and meet all statutory requirements. e. Oversee the Applica website and the associated administrative tasks. f. Ensure the smooth transfer of data from Applica into Bromcom so all students are on roll for the first day of term. g. Collate and distribute information packs to applicants and parents/carers. h. Liaise with reprographics to ensure entrance exam is printed and ready for exam day. i. Ensure all correct data has been collected from students, chasing any missing information so ensure admissions criteria is applied correctly. j. Ensure EHCP consultations are replied to in a timely manner by forwarding them to the relevant member of senior staff and ensuring all paperwork received is up to date. k. Support the DSL and SENDCO in chasing files for our vulnerable students with SEND and other needs. l. Maintain waiting lists and pursue applicants when places become available. m. Represent the school at open days and other events, supporting the Senior Leadership Team, Lead Teacher of Outreach and other relevant parties to deliver first-class events. n. Liaise with Senior Leadership team re any queries about in-year admissions or extenuating circumstances. o. Provide data and reports for Headteachers/Governors around admissions numbers and key data. p. Ensure the Admissions Policy is up to date and published on the website. q. Support Senior Leaders in communications around appeals and to ensure accurate records are maintained. <p>Outreach administration</p> <ul style="list-style-type: none"> a. Support the Lead Teachers of Outreach in managing events and activities associated with the schools outreach work.

- b. Support the Lead Teachers of Outreach with general administrative duties.

First Aid & Safeguarding

- a. Hold and maintain a First Aider at Work qualification (training will be provided by the school).
- b. Provide First Aid and administration of medicines as required by the school's policy.
- c. Be aware of the school's emergency procedures and the role of the school administrator in the event of an emergency.
- d. Check stock levels in all first aid kits, replacing when necessary.

General and support with Front of House

- a. Welcome all visitors, ensuring they follow the correct procedures for signing in and out, ensuring that they are aware of the procedures in the event of a fire and of our safeguarding processes.
- b. Oversee any room diaries/booking processes for staff and visitors.
- c. Receive and handle telephone calls, face-to-face and email enquiries in a professional manner.
- d. Monitor the school's main email account, managing responses or forwarding emails as appropriate.
- e. Take messages for staff and students as needed.
- f. Liaise with school staff and other stakeholders such in a highly professional manner, representing the high standards of the school.
- g. Receive and sort deliveries and mail in accordance with school processes.
- h. Ensure exam materials are logged and stored as directed by the Examinations Officer.
- i. Be aware of and comply with all policies relating to child protection, equal opportunities, health and safety and data protection.
- j. Work with the senior administrator providing administrative support for work on compliance, marketing, and communications.
- k. Manage lost property.
- l. Support with school trip administration.
- m. Provide administrative and reprographic support to SLT and other staff as needed.
- n. Set up and oversee the booking processes for Parents' Evening, liaising with staff, parents, and carers.
- o. Be committed to professional development and appraisal, undertaking training, INSET participation in the school and across the Trust.
- p. As the school expands, to line manage or supervise other members of the administration team
- q. All SuMS employees are expected to undertake any other reasonable duties expected of them, commensurate with their grade and as directed by their line manager.

Person Specification These will be assessed through the application form, the interview process, and references.	Essential	Desirable
Education/qualification and training		
Minimum 3 GCSEs at Grade 4 or above including Maths and English	X	
Experience		
Relevant experience in a customer facing role	X	
Relevant experience of administrative/PA work in a busy environment		X
Relevant experience of using databases/administrative systems		X
Recent experience of working with young people		X
Knowledge and Skills		
Exceptional interpersonal and communication skills	X	
Ability to communicate clearly and sensitively with young people and adults	X	
Proficient in the use of Microsoft Office	X	
Well organised and able to manage and prioritise a diverse workload meeting deadlines	X	
Excellent ability to use initiative and respond to changing situations and commitments	X	
Strong attention to detail	X	
Personal qualities		
Commitment to the vision, mission, and values of SuMS	X	
An enthusiastic and positive approach	X	
Capacity to take the initiative and to innovate	X	
Ability to work constructively with others both inside and outside of the school	X	
Commitment to promoting justice, equity, diversity, and inclusion	X	
Other requirements		
Capacity to work on 2 or 3 Saturdays per academic year		X

Surrey Maths School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

The job description above should be read in conjunction with the details laid out in the school information pack. Whilst every effort has been taken to explain the core responsibilities of the role, it is impossible to list all individual tasks in the context of a brand-new school.

As the post-holder and school both develop, there will inevitably be some changes to the duties for which the post is responsible. This is the nature of an expanding school and part of what is exciting about the project, so we hope that the post-holder would be happy to adopt a flexible approach to work. Any necessary training and support will be provided by the school.