

Job Description for the Post of: **Cover & Admissions Manager**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the HR Manager.

Main Purpose of Job

To ensure the smooth running of the school's cover system and Admissions process.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To manage the school diary, working with the Cover Administrator & Supervisor, the HR Manager & the Deputy Head (Staffing) to keep the cover diary up-to-date, assessing and authorising requests for absence, and referring to HR Manager/Deputy Head when necessary.
3. To work with the Cover Administrator & Supervisor to record daily attendance and punctuality of staff.
4. To manage day-to-day and frequent ad-hoc cover arrangements, room bookings & closures, liaising with all staff effectively and confidently, whilst dealing with confidential issues with discretion and understanding.
5. To line manage the Cover Supervisors Team, providing day-to-day contact and support as required, running regular 'logged issues' reports on SIMS to keep up to date, sourcing training as needed and undertaking their performance management.
6. To liaise with staffing agencies when necessary, monitoring agency timesheets and completing requisitions, liaising with the HR Team and Reception regarding agency visitors and vetting.
7. To co-ordinate all processes, communication and documentation in connection with all aspects of the School's Admissions process:
 - Receive application forms and prepare them for the Governors' Admissions Committee;
 - Send the rank order preferences to the Local Authority;

- From 01 March, correspond with all new intake parents, providing them with appropriate forms and monitoring the responses;
 - Prepare the school's Appeals statements and attend Appeals as the school representative, organising the intake of new pupils if Appeals are successful, and providing Appeal reports to Finance;
 - Prepare and coordinate a mail out to all new intake parents, to be sent out over the summer break;
 - Attend all new Intake Evenings, prepare and man reception table, receive and monitor forms;
 - Have knowledge of the SEN admissions process and liaise with the SENCO Lead regarding EHCP applications;
 - Manage the school waiting lists for Years 7-11 and on-roll numbers;
 - Liaise with the Head, Head of Transition and Data Manager on in-year applications;
 - Input all New Student Data into SIMs;
 - Regularly provide the LEA with on-roll numbers;
 - Organise any in-year transfers and liaise with all relevant staff to enroll new students;
 - Liaise with the Local Authority Admissions Team throughout the admissions process;
 - Liaise with and mail information to Primary Schools;
 - In conjunction with the School Receptionist, monitor bookings for the family tours of prospective students, logging advertising information as appropriate;
 - Speak to parents about the admissions process at the end of each Tour;
 - Liaise with the Head, the Diocese and School Governors in relation to any policy updates;
 - Send out Policy Consultation as required, coordinate and respond to and report responses;
 - Liaise with the Head's PA annually on any changes required to the Admissions Form.
8. To communicate effectively, verbally and in writing, with staff throughout the school, parents, visitors, students, suppliers and third parties, using tact and discretion where necessary.
 9. To be able to use the appropriate modules of the school's information management system and other software, eg word processing, spreadsheets, database, presentation, internet and email.
 10. To have an understanding of the common practices and systems in use in the main office, visitors' reception, reprographics room and student office and to work within this general structure.
 11. To work flexibly, assisting colleagues during busy periods, and support team members to provide an efficient and effective administrative service.
 12. To respond promptly to or forward general enquiries received via phone call and email.
 13. To undertake training where necessary.
 14. To undertake other duties as required and in line with the grade and responsibilities of the post.