

Job Description: Admissions and Attendance Coordinator



Reports to:	Administration Manager,
Start date:	Autumn 2018
Salary:	£24,104 starting salary
Contracted hours:	Full-time, 5 days per week plus 20 days holiday

The School

St. Paul's Steiner School is an independent, non-selective and non-denominational school for children aged 3-14 years old. Housed in a beautiful 19th century church in central London, St. Paul's is a Steiner-Waldorf School with approximately 200 pupils. We provide an education that supports the development of well-rounded human beings who are resourceful, creative, responsible and curious; ready to meet the challenges of the 21st century with the problem-solving skills required for a sustainable future. The school seeks to extend its current provision to provide an upper school for 14-18 year olds.

The Roles

Admissions

The successful candidate will:

- hold responsibility for the day to day management of pupil enrollment and management from initial enquiry to leaving the school.
- meet with Admin Manager weekly to provide a report.
- write a report for the school trustees monthly to give an accurate update on school admissions.
- respond swiftly and effectively to all enquiries about the school and our admissions process.
- work with the Communications Co-ordinator to actively build marketing strategies around the school admissions.
- undertake research, cost analysis and comparison for admissions software providers.
- work under close supervision of the school Administration Manager for pupil registration, on-rolling, and pupil data management.
- promote and participate in supporting the operation of the school following the Steiner Waldorf ethos in a positive and healthy way to prospective families joining the school.
- ensure the school environment is fresh, welcoming, vibrant and up to date for visitors and prospective new students.
- ensure school admissions literature is kept up to date and in good supply.
- through co-ordination with the Admissions Group, work closely with the Early Years, SEN and class Teachers through the admissions process.
- organise and oversee open tours of the school and school open days.
- provide cover support to the administration team when required.

Attendance

The successful candidate will:

- contribute to raising achievement by improving school attendance
- provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality
- advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- meet with school staff, students and parents to identify individual problems and possible solutions.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Access and Engagement to ensure the school is carrying out its statutory responsibility in respect of students.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, we follow a rigorous selection process details of which can be provided upon request. All successful candidates will be subject to an enhanced Disclosure and Barring Service check

- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.

Key Responsibilities

- Liaise with Administration Manager and Admissions Group weekly.
- Liaise with Trustees on a monthly reporting basis.
- Management of all aspects of the admissions process.
- Provide effective guidance for students and families through the admissions process
- Track and review all new student applications
- Organise and oversee open tours of the school including admissions pack and prospectus

This job description is subject to change.

Person Specification

Qualification Criteria

- Right to work in the UK.
- Steiner qualification preferable.

Experience

- Experience working in an admissions role in a school
- Experience of working as part of a team where interpersonal skills and communication activities were key accountabilities
- Experience in dealing with the public in an effective and empathetic manner
- Experience of working with SIMS - essential
- Experience in Steiner Education and knowledge of Waldorf principles

Personal Characteristics

- Excellent communicator. Strong oral communication skills, with the ability to communicate tactfully and effectively.
- Agile with time management with ability to prioritise workload.
- Good team player with flexible, industrious attitude.
- Ability to demonstrate resilience, self-motivation, and ability to make effective decisions, use sound judgment, work under pressure and meet deadlines.
- Able to show initiative and work positively under pressure.
- Self motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training

Specific Skills

- Ability to review, plan and carry out an admissions strategy.
- Able to demonstrate good literacy, numeracy and analytical skills.
- High level of competence using the Internet, Word, Excel and Outlook.
- Able to use SIMS pupil management database.

Other

- Will need to be able to commit to occasional work outside normal school hours
- Willingness and ability to cover reception and other administrative duties when required.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check.