

Enrolment and Pupil Data Management

ACS Job Description

Support Staff in Schools Collective Agreement

KEY OBJECTIVE:

- Process domestic enrolments throughout the year - maintain efficient and personable system of pupil application through to offer of place and to entry into the school.
- Complete attendance processes daily, accurately on time.
- Maintain a welcoming front office environment for parents, students and staff.
- Work closely with the Principal and Principals PA so as to support the role and function of the Principal.
- Maintain an approachable and consistent point of communication for the school community.
- Work as an effective and collaboratively team member upholding the values and ethos of the school.

Reports to:

Direct up: Principal and Deputy Principal, Executive Officer

Liaise with: Senior lead team, learning team leaders, pastoral support, international education team, office/admin staff, caretaking staff.

Grade:

This role sits within the Work Matrix at Grade: 4

Key Tasks	Outcomes
Perform all functions in a manner that supports the special Christian character of the school and maintains the culture of the school.	<ul style="list-style-type: none"> • Evidence of a consistent and purposeful support of the staff code of conduct, articulated values and expression of the school in all initiatives
Daily attendance records and follow up 9.00 – 10.00am daily	<ul style="list-style-type: none"> • Daily attendance processing is accurate, timely and complete by 10am. • Attendance policy guidelines and regulations are consistently applied daily.
Reception/Front of House	<ul style="list-style-type: none"> • Phones are answered and visitors greeted appropriately. • Visitors are connected to appropriate staff with warmth and efficiency. • The office, reception area and associated spaces are maintained in a clean, organised and attractive manner.
First Aide Responder	<ul style="list-style-type: none"> • Act as first aider within work hours and in any emergency situations. • Comprehensive first aide certification is maintained. • Response, treatment and triage is appropriate at all times. • Appropriate records are kept and incident details maintained on Kamar.
<ul style="list-style-type: none"> • Enrolments - Domestic 	<ul style="list-style-type: none"> • Processing of all domestic enrolment application forms as they are received.

	<ul style="list-style-type: none"> • Interview times with appropriate senior staff are scheduled for all families who require application interview. • First set of data is entered on enrolment spreadsheet for Principal and in KAMAR in a timely fashion. • Offers of place letters are accurate and sent in a timely fashion as confirmed by Principal. • CST office notified of offers of place at time of offer. • Accepted offers are processed fully into KAMAR and teacher, team lead and HoS as well as IT informed of start dates. • Administration of domestic pupil enrolment is accurate, timely and systematic. • Leavers are processed as and when they leave and CST notified of leaver date. • MOE ENROL is accurate and timely.
<ul style="list-style-type: none"> • Administration and Communication 	<ul style="list-style-type: none"> • Pupil profile (student transfers request from contributing school) sheets, contributing school forms are circulated to contributing schools as required and information sent to the appropriate staff in a timely fashion. • Archives are maintained according to MOE guidelines each year. • Response to the changing dynamics and challenges within any given year is professional, focused and productive.
International Pupils	<ul style="list-style-type: none"> • International pupils are entered Kamar and with MOE ENROL in a timely fashion. • Ensure teachers and HoS are informed of start and end dates.
Maintain personal well-being.	<ul style="list-style-type: none"> • Maintenance of support for the special character of the school. • Positive work-life balance is planned. • Open communication between yourself and the Principal (for clarity, issues should be discussed in a timely manner so as to facilitate solutions) where 'balance' is becoming challenged by work related expectations.
Remain up to date on school enrolment administration, KAMAR and ENROL issues and seek professional development where appropriate	<ul style="list-style-type: none"> • Principal is informed of relevant issues that need addressing and action required. • Approval for PD is sought as appropriate.
Maintain and develop effective office management systems to support and improve the functions of the school.	<ul style="list-style-type: none"> • Smooth and effective systems related to relevant office function are apparent and accessible by key personnel. • Non office related issues or perceived issues are referred to relevant SLT in a timely manner.

Maintain a structured, transparent and logical filing system of all school related information	<ul style="list-style-type: none"> • All files and records are stored on the school computer network system only. • Paper based filing is systematic, tidy and up to date. • Confidentiality and security is maintained at all times. • All files are retained for the required length of time. • All files are immediately and freely available on request of: Principal, Deputy Principal
Principal's Assistant	<ul style="list-style-type: none"> • Requests by the Principal are prioritised and completed as appropriate in a timely manner. • Communication is clear, timely and informed. • Enrolment and pupil data issues are brought to the attention of the principal as they become apparent.
Keep Principal informed at all times of issues, changes and challenges	

Position details:

- Permanent Part-time
- 20 hours per week
- Start time dependant on agreed hours
 - Hours shall be 9.00am – 12.30 Monday to Thursday and 9.00am – 3.00pm Friday.
 - Timesheet available for extra hours as needed and prior approval
- Term time only

Person Specification

A school office is always active, interrupted, dynamic. The successful applicant will thrive in such environments where it is generally difficult to have uninterrupted time to focus.

- Ability to take initiative and thrive on multitasking
- Have a warmth of personality that engages many types of people including children from aged 5 to 15 years
- Be able to thrive under pressure and go the extra mile at pressure point times of the year
- Be computer savvy with the ability to learn and adapt quickly
- Sense of wisdom and maturity

This is an opportunity for an individual who is highly efficient, accurate and personable, is motivated and has demonstrated a service mentality through previous roles. The ability and willingness to openly express Christian faith in a supportive environment is desirable. A willingness to support the special Christian character of the school is required.