

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

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

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