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***St. Ignatius College is a Jesuit school in identity and mission,  
for boys 11-18***

**Admissions Administrator**

**Job Description**

<b>Responsible to:</b>	Business Manager / Headteacher
<b>Actual salary range:</b>	Salary Scale 5 Point 12-17 £14,596-15,958
<b>Hours:</b>	25 hours per week 9.30 am to 2.45 pm Monday-Friday 39 weeks per annum (Term Time plus INSET)

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**JOB PURPOSE:**

Your role is to be a member of the Administrative Team and to undertake administrative tasks as directed by the Headteacher / Business Manager. The College is committed to building a flexible and team focused approach to the administrative work. The specific nature of the work will be determined by the needs of the College and will therefore likely reflect the life cycle of the academic year and the needs of the school.

This post also includes a shared responsibility for Reception cover in the lunch period (30 minutes a day)

**Main duties and responsibilities:**

**Admissions**

- Co-ordinate and administer the full admissions process into Year 7 and in-year admissions, entering student information on the database
- Contact students' previous schools to collect references and data
- Assist with creating reports to provide operational data for both staff and outside agencies. Provide advice to a range of stake-holders, including applicants, external customers, e.g. schools regarding admissions and appeals processes.
- Input of secondary transfer information into the SIMS system.
- In-year admission administration duties
- Provide administrative support to the KS3 Co-ordinator with regard to the transition between Y6 and Y7

- General administrative duties including typing letters, maintaining data bases, use of SIMS to generate reports and letters.
- To cover Reception at lunch-time
- To provide holiday and sickness cover for other colleagues.
- To maintain a tidy and clean kitchen area, this will be a shared responsibility for administration staff.

### **General Administration**

- To carry out general administrative tasks e.g. typing letters, mail merging, data entry, designing and completing spreadsheets that can be manipulated to provide relevant information, collating information as directed
- Be responsible for the Census returns
- Provide cover for Admin Team members, Student Services, Sixth Form in their absence or as directed
- To provide administrative support as directed by the Headteacher / Business Manager to SLT as required, including producing letters, mail merge, use of excel to produce data as directed, maintain records as directed, minute meetings as required.
- To organise and set up meeting rooms and provide refreshments as and when requested
- Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events)
- Provide hospitality / refreshments as necessary
- Undertake general administrative duties, including Reprographics
- Support other Staff in their roles, in line with School priorities

**This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.**