

## Job Description

**Job Title:** Admissions/Attendance/Marketing Coordinator

**Accountable to:** Business Manager

**Salary:** Grade D

**Hours:** 37.5 hours

### Main Responsibilities

1. To manage all matters relating to student admissions.
2. To process all student applications in a timely manner.
3. To maintain the admissions database, ensuring that applications are tracked right through to admission and that records are up to date and accurate.
4. To plan and organise all visits by prospective students and parents, including staff liaison and all matters relating to student tours.
5. To be well informed about the College's academic and extra-curricular offer and the working of the College.
6. To be responsible for all routine correspondence, including the drafting of letters to be sent by the Principal.
7. To undertake administrative and clerical activities related to admissions and other areas as instructed by the Business Manager.
8. To assist with Open Events.

### Administrative Duties and Responsibilities

1. To develop, review and update all admissions paperwork to ensure it is fit for purpose.
2. To be the contact for enquiries concerning admissions and deal with enquiries in person, over the telephone and by email in an efficient and effective manner.
3. To supply relevant information to prospective students and their parents as requested.
4. To supply application forms and other admissions paperwork to prospective students.
5. To organise student interviews and prepare packs for interviewers.
6. To send out offers to students in line with timescales set out in the Admissions Policy.
7. To organise admissions events, such as the Year 10 Parents Information Evening and the Sixth Form Pathways Evening.
8. To organise student enrolment sessions and process enrolments.
9. To contact "feeder" schools to request Common Transfer Files (CTFs) using the School to School secure portal.
10. To liaise with local authorities on admissions data.
11. To ensure all appeals are processed in line with the Admissions Policy.
12. To record, maintain and update information on the admissions database.
13. To create and maintain files for applicants to include all required admissions forms and related paperwork.
14. To deal with routine requests from new students and their parents prior to entry.
15. To produce regular weekly admissions status reports concerning applicants and numbers.
16. To carry out any other duties that might reasonably be required.

### Attendance

1. Communicate with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties.

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2. Report any child who is absent without reason to the pastoral team as a potential safeguarding issue.
3. Produce a daily absence list for use in a fire evacuation.
4. Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students.
5. Liaise with tutors/Pastoral Managers on student attendance matters and administer and support as required.
6. Liaise with Scarborough UTC students, parents/carers and staff to effectively organise and manage the administration processes and procedures for attendance.
7. Take and convey messages from parents about absent children seeking to improve communication between Scarborough UTC and parents/carers.
8. Monitor student attendance, ensure checks are made on missing students, and ensure Bromcom is updated accurately so that attendance is properly recorded and accurate data can be retrieved.
9. Provide advice and guidance to staff, students, parents/carers and others.
10. Be mindful of the safeguarding issues around attendance and punctuality and where appropriate ensure that students are referred to the DSL or DDSL.
11. Ensuring effective communication between all staff regarding identified students and between college and home.
12. Processing of absence messages and input of registers as necessary.
13. Production and distribution of attendance letters.
14. Actively promote good attendance with all students and promote the college's attendance policy and strategy.
15. Administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised.
16. Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students.
17. Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate.
18. Undertake general administration duties as required.
19. To demonstrate and advise new staff on the accurate recording of student's attendance on the register.
20. Ensure that staff have completed registers.
21. Maintain an accurate system for students signing in and out of the college.
22. Provide accurate and up to date statistical data and reports.
23. Overseeing the signing in late procedures and ensure that minutes late are recorded on Bromcom.
24. Maintain records of all communication with parents/carers.
25. Assist in developing systems and procedures to improve attendance.

### **Marketing**

1. Work with the Principal and Business Manager to provide marketing administrative support for the production of the college newsletter and content for college social media and website

### **Support for the College**

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, and SEN Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the college.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities as required.

### **Additional responsibilities**

1. To perform duties and attend meetings as reasonably required.
2. To participate in the College's appraisal scheme.

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3. To undergo in-service training where required.
4. To observe and implement current college policies and good practice.
5. To perform other duties as circumstances arise, under the reasonable direction of the Principal.
6. To assist in the provision of information to governors in relation to meetings, minutes, policies etc.
7. To support other administrative staff, demonstrating flexibility to ensure the College administrative requirements are met.
8. Such other duties as from time to time may be required and are consistent with the role.

### **Safeguarding:**

- Be fully aware of, understand and act upon the duties and responsibilities arising from legislation and guidance in relation to child protection and safeguarding.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding policy within the College
- Comply with the College's Safeguarding Policy in order to ensure the welfare of children and young persons

### **Disclaimer**

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Scarborough UTC reserves the right to revise this job description at any time.

### **Working Hours**

Full time core hours are 37.5 hours per week.

Your normal working hours will be 8.30am – 5pm Monday – Friday. You are entitled to 1 hour unpaid break each day.

You will occasionally be required to work outside of core hours, for which lieu time will be accrued. Lieu time may be taken during term time with the prior approval of your line manager and in line with business requirements.

Annual leave may only be taken during college holiday periods.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in public or private sector administration</li> <li>• Experience of the use of a range of IT applications</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school/college</li> <li>• Working with MIS such as Bromcom</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In depth knowledge of admin and office systems</li> <li>• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality</li> </ul>	
<b>Occupational Skills</b>	<ul style="list-style-type: none"> <li>• Good ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• High level of literacy and numeracy skills.</li> <li>• Excellent written and verbal communication skills</li> <li>• Analytical and statistical skills</li> <li>• Problem solving skills</li> <li>• Ability to work on own initiative</li> <li>• Ability to use the keyboard with speed and precision</li> <li>• Report writing skills</li> <li>• Literacy and numeracy skills to minimum level 2</li> </ul>	
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Relevant safeguarding training</li> <li>• Level 3 qualification in business/administration or equivalent to evidence in depth knowledge of administrative processes</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• Ability to work to deadlines and prioritise own workload, as well as work of others</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• To be committed to the college's policy and ethos.</li> <li>• To be committed to continual professional development.</li> <li>• Motivation to work with children and young people.</li> </ul>	

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	<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Enhanced DBS clearance required</li></ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• To assist in ensuring that SUTC's equalities policies are considered within the college's working practices in terms of both employment and service delivery.</li></ul>	