



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

www.batleymat.co.uk



Ensuring Exceptional Educational Outcomes For All



**BATLEY GIRLS'
HIGH SCHOOL**
VISUAL ARTS COLLEGE

Job Title: Administration and Admissions Support Officer	Grade: 5
Accountable to: Compliance and Governance Manager	Department: Administration
Contractual Terms: Permanent	Responsible for: N/A

Overall Purpose of the Job:

- To provide efficient and effective whole school administrative support.
- Provide a thorough administrative service to the processing and distribution of admissions and appeals, in compliance with the Schools Admissions Code and relevant Trust and/or school-specific policies.

Key Duties and Responsibilities:

Administrative Support

- Provide effective administrative support to the whole school, including but not limited to:
 - Processing Leave of Absence requests for students and all other relevant documentation in line with procedure.
 - Producing a variety of letters/communication home to families.
 - Minute taking.
 - Data input.
 - Filtering and distributing incoming post and emails.
 - Supporting with preparatory documents for the whole school and/or departmental meetings and events
 - Undertaking data/evidence gathering. .
 - Supporting the administration of educational visits.



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- Provide a friendly, professional and customer focused service to all stakeholders.
- Ensure all general enquiries (email, face-to-face, telephone and letters) are responded to in a sensitively and timely manner, directing more complex enquiries to the appropriate staff.
- Undertake reception cover duties as and when required.
- To give clear and consistent messages regarding BGHS policies and practice to students, parents, carers and members of the community.

Admissions and Appeals

- Ensure all school admissions are entered on the school's Management Information Systems within the set timeframes, prior to admission dates and are transferred to current roll on their start date.
- Ensure relevant staff members are kept up-to-date with the progress of admissions and/or appeals.
- Meet and greet prospective parents/carers and help with queries regarding the admissions process.
- Maintain up-to-date and accurate records throughout the admission and recruitment cycle.

Other duties:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Line Manager from time to time, in consultation of post holder.
- Take reasonable care of the Health and Safety of self, other persons and resources whilst at work.
- Cooperate with the school to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed e.g. operate safe working practices.

Additional Information:

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students and act in a supportive way that helps others and enables them to be open about any issues affecting them.



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Criteria		Essential/ Desirable	How Assessed
Qualifications:	The role requires a minimum of 5 GCSEs Grade 4 – 9 (A-C) or equivalent including English and Maths.	E	A
	RSA Level 2 in Typing or above (or equivalent relevant experience)	D	A
Knowledge and Experience:	Good working knowledge of software packages (including Microsoft, G-Suite and other computer based systems)	E	A/I
	Good knowledge and understanding of the School Admissions Code.	E	
	Relevant experience in administration and customer service.	E	
	Good communication and interpersonal skills (written, oral and utilising IT) and an ability to relate to people at all levels.	E	
	Ability to be able to contribute to effective working of a team.	E	
	Willingness and commitment to professional development.	E	
	Excellent organisational skills and willingness to be flexible	E	
	Experience of working in a busy office.	E	
Knowledge and interest in Secondary Education.	E		
Knowledge of safeguarding and child protection procedures.	D		



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Initiative and Independence:	Ability to work from instruction making minor decisions using own initiative	E	A/I
Mental Challenge:	Ability to interpret information or situations and solve straight forward problems	E	A/I
Skills and Attributes:	<p>To have some understanding of the needs, beliefs and desires of others when dealing with a range of stakeholders.</p> <p>To have the ability to remain calm under pressure and to manage workload and meet daily deadlines</p> <p>Have pride in the accuracy of work output and attention to detail.</p> <p>Maintain a stakeholder focused approach to work</p> <p>Pleasant manner and ability to communicate well with students, parents and stakeholders.</p> <p>Maintain confidentiality and safeguarding requirements and undertake refresher training as required</p> <p>Flexibility to undertake other duties at short notice</p> <p>Team player</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	A/I
Additional Factors:	<p>Commitment to undertake continued training and development.</p> <p>A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.</p>	<p>E</p> <p>E</p>	A/I



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Responsibilities for Resources:

Line Management Responsibilities: N/A

Financial Responsibilities: N/A

Physical Resources: The post holder has some responsibility for the care, accuracy, confidentiality and security of student information.

Responsibility for People: The role involves no direct impact on the wellbeing of people as a direct result of the tasks/duties undertaken.

Responsibility for Policy Development:

The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy consultation.

Responsibility for Student Outcomes:

The post holder will have limited direct impact on the educational outcomes of students/learners.

Working Conditions:

The post holder works in an office environment and can have minimal exposure to people issues throughout the working day.

Main Contacts:

The post holder must always project a professional image when dealing directly with all stakeholders.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)



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Date Completed: October 2021

Signature of post holder:

Date:

This is a description of the job as it exists at present; all Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.