

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Reception and Admissions Coordinator

Accountable to: PA to Co-Headteachers

Grade: Scale 4

CONTEXT

The postholder will be a key first point of contact for the school undertaking general reception duties such as signing in visitors and answering telephone calls.

The postholder will also play a key role in organising suitability assessments and co-ordinating elements of the admissions process.

The postholder will also act as the key point of contact for applications and consultation papers for perspective students at Linden Lodge.

Receptionist duties

- Undertake generic reception duties including (but not limited to) answering phones, send out post etc and welcoming visitors onto site.
- Undertake general clerical and administrative duties including (but not limited to) photocopying, filing, complete standard forms, responding to routine correspondence
- Maintain stock and supplies of stationary and other administration consumables.

Admissions

- Act as the main point of contact for all applications and consultation papers for referrals to Linden Lodge
- Liaise and work with PA to Co-Headteachers in responding to requests for information and referral requests
- To prepare and forward all consultation papers to the Admissions team

- Organisation and Management of initial and assessment visits of families and potential students.
- Co-ordinate the sending and receipt of key information such as admission packs and confirmation of acceptance
- Processing of admissions paperwork and data forms
- Ensure all pupil information is recorded and communicated within the appropriate systems

Suitability Assessments

- Organise and coordinate the suitability assessments for new and perspective pupils
- Liaise with internal and external stakeholders to ensure that all relevant parties are present at the assessment
- Act as the key point of contact for parents for suitability assessment
- Ensure the smooth running of assessments ensuring that parents have a positive experience of the process.

Other Duties

- Undertake any other duties that may be required of you by your line manager or Co-Headteachers that are commensurate with the post and grade.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required

<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS	
REVIEW This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	