

AVON HOUSE SCHOOL - JOB DESCRIPTION HEADTEACHER'S PA & ADMISSIONS OFFICER

Salary / grade range	Minimum- £30,100 (Pro rota 44 weeks) Maximum- £35,380 (Pro rota 44 weeks)
Reports to	<p>The Head's PA and Admissions officer is expected to play an important role in the life of the school, familiarising themselves with essential routines, getting to know staff, parents and pupils and attending school events where appropriate. The Head's PA and Admissions Officer is directly line managed by the Head Teacher, who is closely supported in this management role by SLT and Governing Body.</p> <p>To be responsible for the school's admissions and provide PA duties to The Head. To liaise and work with, as appropriate, other members of the school staff e.g. Senior Leadership Team, Heads of Department and support staff.</p>
Hours of Duty	<p>Term time plus 10 weeks</p> <p>Term time working hours:</p> <p>8.00am until 5.00pm daily (Monday- Friday)</p> <p>School Holiday working hours:</p> <p>9.00am until 2.00pm daily OR 8.00am until 1.00pm daily (Monday- Friday) You will be expected to work the Friday before term starts in the school holidays.</p>

PROFESSIONAL DUTIES & RESPONSIBILITIES

A. School Admissions

- Responsible for the management of efficient and effective admissions systems to provide an approachable and welcoming response service to enquiries concerning pupil admissions and ensuring all enquiries are followed up from initial prospectus request to tour and subsequent visits.
- Process all admissions applications including data entry onto ISAMS, collation of 30hr details and update on appropriate portal, planning for tasters and other school visits coordinating such arrangements with parents and staff. Managing all administrative duties from prospective through to becoming a current pupil/parent including liaison with feeder schools.
- To ensure that safeguarding records are obtained for incoming pupils from their present school and children missing from Education are reported to the local authority.
- Organise Open Days, Entrance Days, Scholarship Days, Stay and Play sessions, Taster Days and New Parents' Meetings to ensure that prospective pupils and their parents receive appropriate information and have a positive experience. Support marketing at key trade stands and marketing events.
- Ensure admissions information on the school website is up to date.
- Keep accurate records of conversations with parents regarding admissions applications on ISAMS
- To take responsibility for the annual iSAMS roll up at the end of the academic year.
- Maintain pupil records and databases as required ensuring that information is up to date and readily available including logging of diversity monitoring data.
- Ensure that relevant staff are informed of new starters, leavers and any changes/issues in relation to pupils.
- Ensure that pupil's files are sent on to their destination school's this includes their medical and SEND records.
- Maintain archive records for admissions and destroy old records as appropriate.
- To maintain an up to date knowledge about schools' admissions procedures and marketing strategies.
- To liaise with the Head in all aspects of pupil recruitment and marketing of the school.

Headteacher's PA & Admissions Officer_v01 (January 2025)

Avon House School is committed to the protection and safety of all children and requires all staff, visitors and volunteers to uphold this commitment.

- To monitor the number of pupils on roll and report data to the Governors.

B. School marketing

- Under the Head's supervision carry out all the marketing needs for the school, which includes maintenance of the school website including ISI documentation, deal with marketing and alumni enquiries, produce school publicity/marketing material for campaigns, set advertising campaigns with healthy lead times, setup and coordinate photographic events and assist other departments when marketing is involved for all events including promotional material and programmes.
- To produce and edit a half-termly newsletter informing parents of all events that have taken place in school.
- To run campaigns for marketing and school projects. To be involved in producing the annual Marketing summary of the projected spend in liaison with the Bursar at the end of the preceding year.
- Build strong relationships with staff across the School to ensure effective communication and support for their marketing needs. Act as the primary point of contact for departments seeking marketing support, providing a responsive and collaborative approach. Manage school photography, including taking photographs and working with professional photographers, identifying what imagery is lacking, and maintaining a user-friendly and clearly labelled image library
- Produce displays both within the school and for external admissions events
- Manage all paid digital marketing campaigns
- Ensure all creative work is consistent and accurately reflects the school's brand

C. Head's PA

- Provide PA support to the Head, together with support for the Senior Leadership Team as required.
- Keep an up-to-date record of all the Head's appointments and liaise as appropriate with staff, parents, Trustees, pupils and external contacts.
- Acting as first line of contact for the Headteacher, maintain the administrative system, filing and general administrative duties, send emails to staff and parents on behalf of the Headteacher
- Take, produce and distribute minutes of staff meetings, briefings and any other meetings as the Head may direct. Email/ Communicate to the Governors with termly dates/ relevant information.
- Set up the catering arrangements for the Governors meetings
- Check and circulate Headteacher's newsletter & circulate to staff, Governors and parents
- To be responsible for ensuring that all enquiries and messages are dealt with appropriately and confidentially.
 - To hold the confidence of the Head Teacher herself and be expected to work with the utmost trust and sensitivity handling sometimes complex and difficult situations. To type confidential letters on behalf of the Head Teacher.
 - To manage the Head Teacher's calendar as required.
 - Receive the Head's and Senior Leadership Team's visitors, ensuring they are made welcome, offered hospitality and given any necessary information.
 - Responsible for publishing vacancies on relevant websites / portals. Includes updating of application packs, collating applications and scheduling interviews
 - Be responsible for the production of updated documentation throughout the academic year, liaising with other staff as necessary. This includes Year Book, New Parents' and Pupils' Handbooks, Record of Achievements, Staff House List, telephone extension list, and Staff Handbook amongst other documents.
 - To assist the Head with the annual collation of policies in ensuring that they are received in a timely manner, proof read and uploaded to relevant portals.
 - To deal with complaints in a confidential manner as and when required.

D. General Responsibilities:

- To work with the School Bursar and School Secretary as required.
- To collate and submit the annual census data.
- To attend weekly staff briefings and department meetings when requested.
- To provide administrative support to the front office.
- To attend and contribute to staff meetings, Inset Days, Open Days and other such School functions as may be required in line with school policy.

- To set a good example in terms of personal presentation, speech, attendance and punctuality.
- To undertake such training as may be reasonably required by the school.
- To participate in the school's appraisal process as deemed appropriate for professional development.
- Bring a 'can-do' attitude and has initiative.

SAFEGUARDING RESPONSIBILITIES

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high-quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate member of staff any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.

PROFESSIONAL CONDUCT

You are expected to uphold the ethos, policies, and practices of our school while maintaining high standards of attendance and punctuality. You must understand and act within the statutory frameworks that define your professional duties and responsibilities. At Avon House, we require staff to uphold public trust in the teaching profession by:

- Treating pupils with dignity and building relationships based on mutual respect.
- Safeguarding pupils' well-being in line with statutory provisions.
- Demonstrating tolerance, respect for the rights of others, and upholding British values, including democracy, the rule of law, and individual liberty.
- Avoiding any actions or expressions of personal beliefs that exploit pupils' vulnerability or lead them to breach the law.
- Staff must model rights-respecting behaviour and use language that fosters positive outcomes for all pupils.

Code of Conduct Clause

As per the School's Code of Conduct, additional tasks may be assigned by the Head, Directors, Senior Leaders or Governing Body, consistent with the role's main responsibilities.

UPDATE

This document is reviewed once a year, or earlier if required, and may be subject to alterations or amendments after consultation. The above job description is meant to describe the main requirements/expectations for this role, and doesn't constitute an exhaustive list of tasks or responsibilities.

Signed: _____

Date: _____