

Reporting to: The Principal

Responsible for: Ensuring the smooth running of the College office (primarily focusing on student data & related matters) and providing admin support to the other College departments as required to otherwise help ensure the College's admin requirements are covered as efficiently as possible.

General Admin

- Act as a champion for the College MiS system - Engage and support other departments using this system.
- Management of the Parent Portal on Engage
- Assisting with the termly graduation including creating and printing student certificates
- Prepare and distribute the Weekly Bulletin informing College staff of upcoming events
- General office duties including, answering the phone, dealing with post and parcels
- Carrying out basic health and safety and fire procedures, such as weekly/ monthly checking of fire equipment, appointed person for first aid kits, acting as a fire warden
- Other admin support as required, including providing administrative support to members of the SMT

Admissions Department

- To ensure student data is input on to Engage and kept up to date
- Assisting with student travel arrangements, informing other departments of these arrangements
- Overseeing the return of the student enrolment forms such as the medical questionnaire, uniform form etc.
- Assist with start and end of term arrangements, such as helping to collect in passports & pocket money
- Assist with compiling student files, both hard copy and electronically
- Assist with timetabling student interviews
- Compiling requests for safeguarding information from feeder and destination schools

Academic and Boarding Departments

- Oversee the attendance registers – ensure these are completed by the teaching staff and compiling, updating and tracking data on student absences
- Informing Wiltshire Council when students leave or arrive throughout the school year

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Assisting with management of student data i.e. assisting with classing students on Engage and keeping other information up to date in the student record
- Academic admin on Engage, including uploading the College timetable
- Assisting with the checking and distribution of the students' reports (ILPs)
- Invigilation of UKiset exams at the College
- Keeping a calendar of student absence requests and providing this information to boarding team
- Collating records and informing staff of medical issues for new students

Other Departments

- Providing up to date student numbers, and advising of any student arrivals or departures
- Providing information about dietary requirements (catering), uniform requests (housekeeping) for new students

This job description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives
- Carry out the work of the college to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to the College policies

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

August 2021