

Reporting to: The Principal / Bursar

Responsible for: Ensuring the smooth running of the College office (primarily focusing on student data and 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, this includes sending mailings to Parents and Agents via Engage
- Produce, refine or check existing Word, Excel and PowerPoint items - e.g., the Weekly Bulletin
- Share general office duties including, answering the phone or door/visitors, dealing with post and parcels, binding documents, arranging couriers/external post, etc
- Carry 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 / first aider
- Assist with monthly or termly matters or events like recording holidays & sick leave; or graduations including creating and printing student certificates, dinners,
- Conduct other admin support as required, including providing administrative support to the SMT, that might be ordering supplies, research and purchase items needed across the College, maintaining filing systems, and ad hoc items that arise from time to time.

Admissions Department

- Manage data entry and transfer from Salesforce to Engage once a student's place has been confirmed and ensuring records are kept up to date regularly with Destination School information
- Assist with student travel arrangements for the beginning and end of term and informing other departments of these arrangements
- Oversee 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 and taking copies of Passports/BRP and distributing/taking in pocket money
- Assist with compiling student files, both hard copy and electronically
- Liaise with Agents/IRO's to arrange student interview slots with the Senior Academic Team
- Compile requests for safeguarding information from feeder and destination schools

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.

- Have overall knowledge of the Admissions process, working with the Registrar to ensure the smooth running and compliance of the admissions department and be able to cover in the Registrar's absence

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 and processing Student absence requests keeping the Boarding Team updated.
- Inform Wiltshire Council when students leave or arrive throughout the school year
- Assist with management of student data - i.e., assisting with classing students on Engage and keeping other information up to date in the student record
- Manage academic admin on Engage, including uploading the College timetable
- Assist with the checking and distribution of the students' reports (ILPs)
- Invigilate UKISET exams at the College
- Collate records and informing staff of medical issues for new students

Other Departments

- Provide up to date student numbers, and advising of any student arrivals or departures
- Provide 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

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