

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Admissions Officer
<b>SALARY:</b>	£20,200 to £23,230, depending on qualifications and experience
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post Season ticket or bicycle purchase loan scheme Childcare voucher scheme
<b>HOURS:</b>	Full time (Monday to Friday, 8.30am to 5.00pm). Part time working hours across a 5 day week will also be considered (e.g. 9.00am – 3.00pm). Occasionally you will be required to stay later to manage parent/teacher evenings, or oversee a school or fundraising event.
<b>HOLIDAYS:</b>	25 days, to be taken during school holidays, plus bank holidays
<b>REPORTS TO:</b>	Financial Controller
<b>LOCATION:</b>	305 Garratt Lane, London, SW18 4EQ. You may also be occasionally required to work at our other site 48 North Side, Wandsworth Common, London, SW18 2SL
<b>PROBATIONARY PERIOD:</b>	6 months

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### JOB SUMMARY

- Providing professional, efficient and effective administrative support to the admissions process at BeyondAutism.
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### The Opportunity

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers. We run an Independent Special School for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service. We are looking for an efficient, well-organised and flexible individual, interested in developing their career in a growing charity, to

join our dedicated team. This is an exciting time of development for the organisation, and you will need to be a motivated, flexible and proactive individual who embraces change.

## Skills Required

- **Communication and people skills:** As the first point of contact for admissions-related queries, the Admissions Officer will need to possess excellent communication skills. The image of BeyondAutism and its services relies heavily on the ability of the Admissions Officer to communicate effectively and sympathetically with a wide variety of people including Parents/Carers, Local Authorities, Staff and Supporters. The post holder must have an excellent telephone and personal manner and be an efficient operator who is a team player and works well under pressure.
- **Time management skills:** The Admissions Officer will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- **Information Technology skills:** The Admissions Officer will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel.
- **Problem solving skills:** The Admissions Officer will need to be practical, unflappable and able to use their initiative.

## MAIN DUTIES AND RESPONSIBILITIES

### Admissions

- To be responsible for the admissions process for BeyondAutism, including Early Years, Rainbow School and Post-19. This includes managing any admissions and leavers to the services, monitoring assessment and waiting lists, and transferring existing pupils to the relevant service where appropriate.
- Coordinate all inquiries, visits and applications for places at Rainbow School, Post-19 and the Early Years' service.
- Manage an effective daily liaison with the Financial Controller, Heads of School, Vice Principal of Post-19, HR and relevant teaching staff to ensure all relevant information is passed on and to ensure the smooth running of the admissions process.
- Liaise with the Finance Department regarding registration, enrolment and tuition fee payments.
- Liaise with prospective parents and carers, responding to queries on a daily basis, including receiving and monitoring calls.
- Provide information on our services, including collating and distributing information packs, to potential parents, carers and pupils.
- Passing Local Authority inquiries to the Heads of School or the Finance Department as necessary.

- Preparing all Local Authority correspondence in relation to admissions, ensuring all correspondence approved before it is submitted to Local Authority.
- To manage the procedures relating to pupil transfers across the services in accordance with the Admissions Policy.
- Assist with the planning of Welcome and Open Mornings.
- Help to ensure the first day is a positive experience for all new families.

## Leaver's process

- Ensure leaving families are aware of departure deadlines and formalities.
- Confirm receipt of leaving form with parents.
- Confirm leavers have no outstanding finance matters with the Finance Department.
- Monitor current service roll numbers and potential joiners and leavers and provide data to allow the Financial Controller to estimate future student/customer numbers.
- Provide relevant information to allow the database to be updated whenever new information is received or changed: New Pupil Record, Leavers Form, Change of Contact details.

## Admissions database

- To be responsible for managing and maintaining SchoolPod and the admissions database with regard to all pupil records.
- Input pupil data into management information systems.
- Analyse data and producing appropriate reports where required.
- Have excellent knowledge of school and other service procedures to carry out all administrative duties in a timely and efficient manner ensuring all deadline are met.

## Services Management

- In addition to essential admissions responsibilities, the Admissions Officer may be required to welcome parents and visitors, answer questions, deal with problems or direct them to staff, as appropriate.
- To support the Senior Leadership Team and Charity staff in the day-to-day running of the services.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and its services.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk at all times.
- To undertake training as required.

- To undertake additional tasks as directed by the Financial Controller.

## Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Officer