

## JOB DESCRIPTION

<b>JOB TITLE:</b>	College Admissions Officer and Administrator
<b>SALARY:</b>	O1 £25,000
<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). Occasionally you will be required to stay later to manage parent/teacher evenings or oversee a college or fundraising event.
<b>HOLIDAYS:</b>	25 days, to be taken during school holidays, plus bank holidays
<b>REPORTS TO:</b>	Head of Post-19
<b>LOCATION:</b>	The Foundry, 17 Oval Way, London, SE11 5RR. You may also be required to work at our other sites: Post-19 Wandsworth, 14 Enterprise Way, SW18 1FZ, Post-19 Hammersmith, 214-216 Goldhawk Road, London, W12 9NX and any additional hubs in the future.
<b>PROBATIONARY PERIOD:</b>	3 months

## JOB SUMMARY

- Leading the BeyondAutism admissions process in a professional, efficient and effective manner.
- Coordinating EHCP's in partnership with the Head of Pastoral

## 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 2 Independent Special Schools 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 role holder will need to possess excellent communication skills. The image of BeyondAutism and its services relies heavily on the ability of the post holder 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 post requires excellent time management and organisational skills to be able to deal with a multitude of tasks and to set and manage priorities appropriately
- **Information Technology skills:** competent in the use of most Microsoft Office applications including Outlook, Word and Excel and a confident attitude to the development of new IT capabilities as required
- **Problem solving skills:** the role requires the ability to use initiative to sift information, identify possible approaches and solutions and then to make pragmatic change.

## MAIN DUTIES AND RESPONSIBILITIES

### Admissions

- To be responsible for the admissions process for BeyondAutism Post-19. This includes managing any admissions and leavers to the services, monitoring assessment and waiting lists, and transferring existing students to the relevant service where appropriate.
- Coordinate all inquiries, visits and applications for places at Post-19.
- Manage an effective daily liaison with the Finance Director, Heads 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
- Where appropriate liaise with Tram House to ensure a smooth progression into BeyondAutism Post-19.
- 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 students
- Passing Local Authority inquiries to the Heads of Post-19 or the Finance Department as necessary
- Preparing all Local Authority correspondence in relation to admissions, ensuring all correspondence approved before it is submitted to the Local Authority

- To manage the procedures relating to student 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

### College 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 Finance Director to estimate future student/customer numbers
- Provide relevant information to allow the database to be updated whenever new information is received or changed: New Student Record, Leavers Form, Change of Contact details

### Admissions database

- To be responsible for managing and maintaining SchoolPod, the ILR and the admissions database with regard to all student records
- Input student data into management information systems
- Analyse data and producing appropriate reports where required
- Have excellent knowledge of college 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

### Administration support for EHCP

- Manage the schedule for EHCP Annual Review meetings
- Systematically review the schedule and make modifications having consulted with SLT, teaching staff, Supervisors as required
- Liaise with the LA EHCP coordinators
- In liaison with the Head of Pastoral, ensure that paperwork is accurate, completed to a high quality and in a timely manner as determined by the schedule
- Monitor that the relevant staff have completed all paperwork as part of the schedule
- Contact parents and ensure arrangements are clear for them to attend EHCP meetings
- Liaise with SaLT and OT and ensure that they update reports for students
- Liaise with college staff involved with Annual Reviews

- Liaise with Supervisors to ensure that families have had their input for Section A
- Liaise with Supervisors to ensure that the students voice is heard, usually through the 'All about Me' section
- Ensure documentation is ready prior to the meeting
- Liaise with Supervisors to ensure that all paperwork has been completed and the meeting notes and actions updated and forwarded to the LA

#### Providing reception support to the college when needed, including:

- Receiving, signing in and dealing with or directing students, parents and other college visitors as appropriate
- Operating the college's switchboard, transferring calls, or taking and delivering messages as appropriate.
- Liaising with the Senior Administrator to ensure coverage across the two college sites.

#### 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, GDPR regulations 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 Finance Director or Head of Post-19

#### 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
- Fire Officer
- Health and Safety