

## **JOB DESCRIPTION: Senior Post-19 Administrator & Admissions Officer**

<b>JOB TITLE:</b>	Senior Post-19 Administrator & Admissions Officer
<b>SALARY:</b>	£26,520 - £28,980
<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, 9.00am to 5.00pm with 30 minutes lunch).
<b>HOLIDAYS:</b>	25 days, to be taken during school holidays, plus bank holidays (could be taking during term time at the discretion of Line manager)
<b>REPORTS TO:</b>	Head of Post-19
<b>LOCATIONS:</b>	To rotate between all Post-19 Hubs: <ul style="list-style-type: none"><li>• The Hub St.Albans, 2 Margravine Road, London, W6 8HJ</li><li>• BeyondAutism Post-19 Wandsworth Hub, 14 Enterprise Way, Wandsworth, London, SW18 1FZ</li><li>• BeyondAutism Post-19 Riverside Hub, 1 Enterprise Way, Wandsworth, London, SW18 1GA</li></ul>
<b>PROBATIONARY PERIOD:</b>	4 months

## **JOB SUMMARY**

- Providing professional, efficient and effective administrative support to the BeyondAutism Post-19 service.
- Leading the BeyondAutism admissions process in a professional, efficient and effective manner.
- Coordinating EHCP's in partnership with the Pastoral Lead
- Liaison with families, transport and other professionals as required.
- Providing confidential administrative support for Post-19 Senior Leadership Team.

## The Opportunity

BeyondAutism whose vision is to ensure everyone with autism accesses an education which empowers a life full of choice, independence and opportunity.

Our services include specialist independent schools for children and young adults with autism from the ages of 4-19. Our Early Years' service provides support for families and children aged 15 months – 5 years, and our Post-19 provision offers opportunities for young adults from the age of 19 to 25, helping to prepare them for adulthood.

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, the post 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, Transport Providers, 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. You must be able to stand by what you say to LA's, professionals, families and other external stakeholders when discussing their young adult. If you say you will do something, it must be completed in the time frame.
- **Taking on routine tasks without being asked to, completing them and providing resulting documents to the relevant individual.**
- **Must have some SEN Law knowledge (regulations and time frames and requirements from LA's and schools).**
- **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.
- **Flexibility and adaptability:** The post will require travel between the Post-19 hubs and someone who is able to work with different teams in different locations.
- **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.
- **You will be required to make decisions in the moment based on the situation and you should be able to justify the reasons why you took that decision/step.**

## MAIN DUTIES AND RESPONSIBILITIES

### Admissions

- Review consultations, attend admissions panel meetings, keep track of outcomes and follow up on actions needed.
- To be responsible for the admissions process of BeyondAutism Post-19. This includes managing student enrolment and termination of placement.
- To be responsible for obtaining student records and transferring files should the student transition.
- Coordinate all inquiries, visits and applications for places at BeyondAutism Post-19.
- Manage an effective daily liaison with the Finance Director, Director of Education, Head of Post-19, Deputy Head of Post-19, Pastoral Lead, HR and relevant teaching staff to ensure all relevant information is passed on and to ensure the smooth running of the admissions process as often as possible.
- Liaise with the Finance Department regarding registration, enrolment and tuition fee payments
- Where appropriate liaise with BeyondAutism 6<sup>th</sup> Form to ensure a smooth transition between services.
- Liaise with prospective parents and carers, responding to queries on a daily basis, including receiving and monitoring calls (mobile and onsite).
- Organising and leading prospective
- Provide information on our services, including collating and distributing information packs to potential parents, carers and students
- Passing Local Authority inquiries to the Head of Post-19 or the Finance Department as necessary
- Preparing all Local Authority correspondence in relation to admissions and transport, ensuring all correspondence approved before it is submitted to the Local Authority- using the approved templates in place.
- Ensuring where there will be no delays in providing responses to families and LA to inform them in a timely manner.
- To manage the procedures relating to student transfers from 6<sup>th</sup> Form to Post-19 in accordance with the Admissions Policy
- Lead and arrange Open Mornings, Coffee Mornings, Parents Evenings or other special events as required by the Head of Post-19.
- 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 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 in the day-to-day running of Post-19.

### Administration support for EHCP

- Manage the schedule for EHCP Annual Review meetings in liaison with the Pastoral Lead.
- Systematically review the schedule and make modifications having consulted with SLT.
- 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 Pastoral Lead to ensure that families have had their input for Section A
- Liaise with Pastoral lead to ensure that the students voice is heard, usually through the 'All about Me' section
- Ensure documentation is ready 2 weeks prior to the meeting and sent to all attendees of the annual review.
- Liaise with Pastoral Lead and Supervisors to ensure that all paperwork has been completed and the meeting notes and actions updated and forwarded to the LA

### Providing reception support when needed, including:

- Receiving, signing in and dealing with or directing students, parents and other visitors as appropriate

- Operating the Post-19 phone line, transferring calls, or taking and delivering messages as needed
- Arranging meetings and managing diary of Senior Leadership Team (SLT).
- Minute taking of meetings as needed.

### 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 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:

- Behaviour Analysis in-house basic training
- Health and Safety Officer
- Fire Officer
- Line management training (if required)