



# Admissions Assistant & Sixth Form Receptionist

Job Description & Person Specification

**BeyondAutism Schools**

**June 2024**

Registered Charity No. 1082599

020 3031 9705

[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

The role of Admissions Assistant and Tram House School Sixth Form receptionist is essential to the smooth running of the Sixth Form and the admission process across all our services. Working as part of a team, under the direction of the Head of Sixth Form and the Admissions Manager, the Admissions Assistant/Receptionist will provide professional administrative support and an efficient front-line service for both Tram House School and the Admissions function.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Term-time only roles

We have a number of jobs in term time only, perfect for those returning to work after a career break or for parents with young children.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.



# About the role

## Admissions administration

- To support with all stages of the admissions process.
- Handling enquiries from parents/carers and Local Authorities, recording details and referring them to the Admissions Manager as necessary.
- Monitoring the Admissions Inbox.
- Finalising and sending out letters regarding the outcome of the admissions process to Local Authorities and families.
- Supporting with open days and giving tours.
- Liaising with staff in the services to arrange assessments.
- Be responsible for managing and maintaining SchoolPod and the admissions database with regard to all pupil records.

## School administration

- To manage reception which includes answering all calls in a timely manner taking messages & forwarding them on to the relevant people.
- Welcome parents and visitors, ensuring they have signed in on arrival, and signed out when departing.
- Providing all visitors with a Safeguarding guide.
- Assisting Agency workers - finding out where they should be, checking ID & DBS and providing Cause for Concern forms if required.
- Passing Local Authority inquiries to the Head of School, Head of Pastoral, EA or Finance, as necessary.
- Responsibility for keeping track of all keys and fobs, keeping a record of when they are signed out and returned.
- Dealing with post, collections and deliveries – ensuring they go to the right people.
- Booking approved taxis, monitoring requests, creating PO's and keeping accurate record of journeys booked for Finance – verifying all invoices.
- Monitor the BeyondAustism group calendar daily and the Sixth Form inboxes – replying to, or forwarding on, relevant emails in a timely manner.
- Maintain office equipment and arrange for any necessary repairs.
- Support the Heads' PA with arranging, co-ordinating and managing parent/teacher evenings and other school events.
- Co-ordinate school trips and outings including venue research, booking, arranging transport and ensuring consent forms are issued and returned.
- Preparation of resources and materials including school books, registers, visitor books, escort handover documents, etc. checking they are up to date and making changes when necessary.
- Order and distribute school supplies, stationery, education supplies, equipment, first aid supplies, etc. and ensure sufficient stock levels.
- Liaise with the school admin team to ensure opportunities for bulk ordering and cost saving are maximised.
- Co-ordinate/witness administration of students' medicine and ensure everything is thoroughly documented.
- Monitor and support others to ensure that the standards Health and Safety are compliant and of high quality.
- Attend Health and Safety Meetings as required.
- To provide administrative support and reception cover at Tram House School as required.

## Facilities management

- Assisting with arrangements for external weekly activities.
- Booking Community Transport, keep them informed of term dates and notify any changes.
- Liaise with Site Managers regarding general maintenance and support with weekly compliance checks.
- Notify transport departments of term dates, changes to transport locations, and maintain accurate transport records.

## Working with parents

- Liaise with parents and pass on parent enquires to the appropriate staff member.
- Sending letters out to parents as directed.

# About the role

## General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To operate and comply with the provisions of the Data Protection Act 1998, GDPR and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children and young adults at all times.
- To undertake training as required.
- To undertake additional tasks as directed by the Head of School or the Admissions Manager.

## 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:

- First Aid Officer
- Fire Officer



# What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of a wider team you will provide essential administrative support to ensure the smooth running of the school.

Required skill	Description
Communication and interpersonal skills	<ul style="list-style-type: none"><li>• Often being the first person of contact, the Admissions Assistant/Receptionist will need to possess excellent people skills. The image of the services relies heavily on the ability of the Admissions Assistant/Receptionist to communicate effectively and sympathetically with a wide variety of people including parents, staff and the Local Authorities.</li></ul>
Time-management	<ul style="list-style-type: none"><li>• Excellent time-management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.</li></ul>
Computer skills	<ul style="list-style-type: none"><li>• Strong IT skills, proficient in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.</li></ul>
Problem solving	<ul style="list-style-type: none"><li>• The Admissions Assistant/Receptionist will need to be practical, resilient and able to use their initiative.</li></ul>

<b>SALARY SCALE:</b>	£22,525
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm
<b>LINE MANAGER:</b>	Admissions Manager
<b>LOCATION(S):</b>	Tram House Sixth Form and Charity Office, 140 Woking Close, London, SW15 5LD
<b>PROBATIONARY PERIOD:</b>	Three months
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"><li>• Why you are interested in applying for this role</li><li>• How your skills/experience meet the requirements of the person specification</li></ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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