



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Office Manager / Admissions Officer Job Description

Purpose

- To ensure a comprehensive administrative and organised support service within the Primary School environment for KG – Year 6.
- To lead and be responsible for school admissions at each stage of entry and for in-year admissions

Reporting to: Primary School Principal and Business Manager

Responsible for: Primary School Receptionist/Office Assistant, Accounts Assistant

Liaising with: Primary Leadership Team members, Primary School teaching staff, including support for learning staff, facilities management personnel, cleaning staff, canteen supervisor and external agencies.

Principal Responsibilities:

- Coordinating the smooth, professional running of the busy school office environment.
- Centralising of school efficiencies by managing internal calendar, weekly digest and Principal's diary.
- Recording and tracking of the registration, evaluation and admission of new students.
- Operating as the lead contact for parents seeking admission to the school, explaining and assisting with admission processes and procedures.
- Processing of external applications for all year groups (KG – Year 6) and co-ordinate appropriate entrance evaluations and visits.
- Coordinating of school tours and visits for parents and other visitors.
- Maintaining of waiting lists in line with School Admission Policy.
- Ensuring that all relevant paperwork is in place for the Admissions Committee, where necessary.
- Ensuring that relevant student information is gathered from previous schools for new admissions and information for students leaving CPHS is passed on to relevant parties.
- Responding to concerns and questions from parents and others in a helpful, timely manner, referring more specific items to the appropriate persons.
- Maintaining student records, including any associated correspondence.

- Overseeing management and maintenance of student and staff records on the School information management system.
- Building of excellent knowledge of all school office procedures and using initiative to ensure that the many and varied daily office tasks are accomplished in an effective, timely manner in order to maintain the efficient running of the school.
- Ensure that all visitors to the school are treated with a courteous, friendly approach
- Keep track of staff attendance and pass paper work on to HR and Business Manager
- Assist the Primary Leadership Team in finding substitute teaching staff and helpers when necessary, also effecting changes to the duty roster in the case of absence
- Ensuring that the basic first aid needs of students are met by the School Nurse or Office Team
- Liaising with the facilities management staff to ensure a safe school environment.
- Providing administrative duties for the Primary School Principal, providing minute taking when required
- Liaising with the Facilities Manager regarding site safety events (e.g. timing Fire Drills) and security (e.g. keys)

Other responsibilities

- Administering and monitoring relevant orders and budgets in liaison with the Office Team.
- Ensuring that the office provides a welcoming, friendly environment, at the same time insisting upon a high standard of professional decorum.
- Demonstrating good communication skills at all levels, with children, staff, parents and the general public.
- Assuming responsibility for appraising the work of the Receptionist/Office Assistant within the guidelines of the School's Professional Management and Performance procedures.
- Overseeing ordering of local office supplies by Receptionist/Office Assistant.

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related School matters.
- Support the Christian aims and ethos of the School, setting good examples in terms of dress, punctuality and demeanour.
- Uphold the School's behaviour code, uniform requirements and other regulations.
- Attend and participate in staff CPD sessions, School-based meetings and extra-curricular activities.
- Assist with various duties as assigned by the Principal or Business Manager, according to the needs of the School.

Safeguarding

In accordance with the School's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best

interests of the students and the School. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always despatch your duty of care appropriately. You will always be expected to present a consistently positive image of the School and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal, the Business Manager and the post holder.

Signed:

Post Holder: _____ Date: _____

Primary School Principal: _____ Date: _____

Updated June 2021