



## CAYMAN PREP AND HIGH SCHOOL

### JOB DESCRIPTION

#### Primary School 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.
- Responsible for Primary School admissions at each stage of entry in consultation with the High School Admissions Officer and Office Administrator.

**Reporting to:** Business Manager

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

**Liaising with:** Primary Leadership Team members, Primary School teaching staff, including support for learning staff, the Facilities Team, Canteen Supervisor, the School Nurse, Cleaning and Catering Contractors, and external agencies.

##### **Principal Responsibilities:**

- Ensure that all visitors to the school are treated with a courteous, friendly approach.
- Ensuring that all forms of communications and questions from parents and others in a helpful, timely manner, referring more specific items to the appropriate persons.
- 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.
- Updating and monitoring the Primary School calendar 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 Primary 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 Primary School tours, student taster days and visits for parents.
- Maintaining of waiting lists in line with School Admission Policy.
- Ensuring that all relevant paperwork is in place for Admissions.
- 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.
- Overseeing management and maintenance of student and staff records on the School information management system.
- Ensuring that the basic first aid needs of students are met by the School Nurse or Office Team
- Liaising with the Facilities Manager regarding site safety events (e.g. timing Fire Drills) and security (e.g. keys) and passing on concerns to ensure a safe school environment.

- Providing administrative duties for the Primary School Principal, providing minute taking when required with the support of the Primary School Receptionist/Office Assistant.

### **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 and overseas 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 Business Manager or the Principal, 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.*

Post Holder Signature \_\_\_\_\_

Post Holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated March 2026*