



Mulgrave Primary School

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Rectory Place, Woolwich, SE18 5DL | 0208 317 9211 | www.mulgraveprimary.co.uk

Job Description

Job Title: Admissions and Communications Officer

Reports to: Headteacher, Deputy Headteacher or another designated senior leader as determined by the Headteacher.

Salary: Scale 5

Contract/Hours: 35hrs a week, Monday to Friday, 8:30am to 4:30pm (1-hour unpaid break), Term Time Only

Purpose of the job:

To be responsible to the headteacher/other designated senior leader for providing effective administrative and communication support, ensuring the smooth day-to-day running of the school office and maintaining accurate records and systems to support the school community.

Key Responsibilities

Admissions

- Monitor School's admissions system being used and other platforms to identify and process new in-year applications promptly.
- Ensure the effective administration on all admissions administration, including form completion, ID checks, class allocation, and staff liaison.
- Arrange Reception and Nursery admissions, including welcome meetings, stay-and-play sessions, and key transition dates.
- Maintain accurate pupil records in SIMS, including consents, medical needs, and leavers' documentation.
- Assist with school census and ensure data accuracy across pupil files and SIMS.
- Administer external returns (e.g. FSM, fruit allocations, grants) and Year 6 transition files in line with GDPR.
- Develop and implement campaigns to support pupil recruitment, including wraparound care, nursery incentives, and promotional materials.

Digital Communication & Website

- Ensure the school website is up to date, ensuring content is current, engaging, and compliant.
- Manage the school's social media presence to promote achievements, events, and key messages.
- Draft and distribute weekly newsletters, letters, and diary reminders, ensuring clarity and consistency.
- Work effectively with teachers to ensure curriculum newsletters go out to parents in a timely manner
- Promote ParentMail usage and digital engagement among families.
- Keep internal and external notice boards up to date with relevant and engaging content.
- Ensure emails to the school office are answered in a timely and professional manner, seeking a solution focused approach in all instances



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Community Engagement & PTA

- Build strong links with the local community, including nurseries, businesses, and services, to raise the school's profile and support admissions.
- Coordinate the school's participation in local events, ensuring visibility and positive representation.
- Set up, promote, and support a thriving Parent Teacher Association (PTA), ensuring profitability and alignment with school values.
- Organise and promote parental engagement events, including parents' evenings, school photos, and open days.

Trips & Events

- Lead administration for school journeys and trips, liaising with centres, staff, and parents.
- Organise travel, timetables, and communication packs, ensuring all details are accurate and compliant.

School Meals & Attendance

- Administer school meal records, including kitchen statistics, daily lists, and weekly returns.
- Promote meal uptake through tasters and parent engagement.
- Support attendance monitoring and register compliance in the absence of the HSLO.

General Administration

- Act as a first point of contact for parents, carers and visitors on a daily basis, providing a professional, welcoming and efficient service
- Manage school diaries and internal room bookings.
- Support with the administration for After School clubs
- Accept and allocate deliveries in line with school procedures.
- Maintain tidy and safe admin areas, stock rooms, and office boards.
- Oversee lost property systems and ensure regular sorting and parent collection.
- Provide hospitality for visitors and governors, including room setup and refreshments.
- Support reception and telephone duties during peak times and staff absence.
- Contribute to whole-school operations, safeguarding, and collaborative working with staff and professionals.
- Undertake administrative duties essential to the smooth running of the school office

This Job Description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Employee Signature _____ **Date** _____

Headteacher Signature _____ **Date** _____