

## Primary School Admissions Officer

**Scale 5: £26,590 – 28, 939 (pro rata)**

**Start date: ASAP**

**Full time: 20 hours a week**

**Term time + INSET days + 5 days = 40 weeks**



Sinai Jewish Primary School is a large, three-form entry primary school in Harrow.

We have over 600 children and 100 members of staff.

We are looking for a professional, organised and friendly Admissions Officer to join our dedicated Office Team.

You will be the face and voice of Sinai for prospective parents so someone with a warm and personable nature is essential. You must have an excellent telephone manner and the ability to write and communicate information in a compelling manner.

You must be able to multi-task effectively and display a willingness to help others.

You will be responsible for all areas of School Admissions including: new starters, in-year admissions, school buses, pupil filing, updating pupil files and the school census.

Duties will include:-

- Being the first point of contact for all new and prospective families
- Supporting parents with completing the forms and chasing parents where necessary for required documentation before start date
- Organising open events and information stands
- Arranging school tours
- Knowing the school and our children and being up to date with all things Sinai and celebrating our achievements and successes so this information can be shared with prospective families
- Following up visits
- Sending out offer letters and managing the acceptance process
- Keeping the Admissions section of the website under review and proactively suggesting changes and enhancements
- Maintaining the database, ensuring that all information gathered via all enquiries and in interactions by phone or email is captured and recorded

You must:

- Be able to work under pressure and prioritise duties, ensuring all tasks are completed to a high standard
- Be computer literate

- Have good literacy skills
- Have a smart appearance
- Be calm, caring and supportive
- Be positive, proactive and willing to work flexibly to meet changing needs

Key skills:

- Sales experience
- Marketing & PR experience (ideally)
- Organisational skills
- A polite, friendly telephone manner and be courteous
- Strong interpersonal skills
- The ability to operate with patience and discretion

Knowledge of Arbor and school administration procedures desirable, but not essential.  
Experience preferred, but not essential as training will be given.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and preemployment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.***

***We are an inclusive employer and we welcome applicants of all faiths and backgrounds.***

For further information please email: [admin@sinai.brent.sch.uk](mailto:admin@sinai.brent.sch.uk)