



Arts & Media School
ISLINGTON

Admissions and Pastoral Administrative Officer

(Non – teaching position)

28 hours per week (Term Time Only) + 1 week

Permanent role (subject to 6 month probation period)

Start Date: A.S.A.P

Grade SC6 - scale point 18 - 20,

Actual Prorated Salary : £20,941 - £21,702

We are a comprehensive inner London secondary school with a diverse intake of students from a wide variety of backgrounds and cultures. We were graded as Good in all aspects during our last Ofsted Inspection (Nov 2017).

We are looking to appoint an Admissions and Administrative Officer to support the whole school administration. You will have experience in dealing and processing school admissions and will have worked within a school administrative setting. You will have a flexible approach to working and have good ICT skills. You will work closely with the Pastoral Team ensuring that our students have the best introduction into our school

You should have a good working knowledge, understanding and experience of the following;

- School Admissions policy and procedure
- School based systems
- Able to work independently as well as within a team
- Good and clear communication skills
- Proactive and Flexible
- Strategic Planning and diary management
- Emotional Intelligence
- Excellent interpersonal skills, an empathetic nature and role model
- Able to adhere to strict deadlines
- Understanding of GDPR
- Policy Management

Closing date for applications: Friday 5th February 2021 @ 2pm

Shortlisting: Monday 8th February 2021

Interviews: From Monday 8th February (TBC)

Applications to be returned to: h.king@amsi.school

If you feel this role is for you and you would like to apply, please download an application form from our website

We do not accept applications from agencies or via C.V's