THE CODRINGTON SCHOOL
THE INTERNATIONAL SCHOOL OF BARBADOS

Position Description - Director of Admissions/
Personal Assistant (PA) to the Principal/School Nurse

The position of director of admissions/PA to the principal/school nurse is a senior position at the school. The position is filled by someone who has appropriate qualifications and experience and an excellent knowledge of the workings of a school.

As well as the requirements outlined in his/her individual appointment terms and conditions of service, the director of admissions has the following specific responsibilities. In addition, he/she is expected to undertake any other reasonable task assigned by the principal, to whom he/she is directly responsible.

DIRECTOR OF ADMISSIONS

As director of admissions, the incumbent is directly responsible to the principal for maintaining an organized and efficient office and coordinated office procedure for the process of admitting students to The Codrington School and for overseeing student records

Specific Responsibilities

Admissions process

The director of admissions is responsible for:

- Administering the admissions processes in accordance with procedure number 9.20P, as amended from time to time
- Answering all enquiries, whether by mail, by email or by telephone, from prospective parents
- Communicating with prospective parents
- Meeting and greeting parents and prospective students and finding out their requirements
- Briefing parents about the school and conducting tours of the campus
- Providing parents with appropriate literature, forms and admission packets and, where necessary, explaining them
- Liaising with the heads of school regarding admissions interviews, screening, taster days and students' starting dates
- Administering the screening assignments for all new students for either entrance decisions or correct class placement
- Informing parents and students of the results of their applications and ensuring the completion of all relevant documentation
- Producing acceptance letters informing parents of the student's starting date
- Ensuring that all permission forms are received – photographs, field trips, use of computers, *etc.*
- Liaising with the house captain to ensure new students are allocated a house

- Ensuring that all new students' details are sent to the business manager so that invoices can be raised on a timely basis
- In consultation with the appropriate head of school, allocating new students to classes
- Inputting new parents' and students' data on to the school's data base system after confirming an offer of a place
- Maintaining up to date registers of applications and waiting lists
- Alerting the principal to any situation in which an application for a 16th child in any class may be received and holding the application until direction is received
- Keeping parents informed about the status of pending or wait-listed applications
- Liaising with the principal to ensure the accuracy of the current number of students on the roll
- Invigilating entrance examinations for Codrington students who apply to other schools locally or overseas
- Receiving leavers' information and passing the information on to all members of the administrative council and to the teachers when confirmed
- Corresponding with leavers' receiving schools, sending all report cards, references, tests, *etc.*
- Generating class lists
- Maintaining and monitoring class lists and numbers
- Up-dating all admissions documentation on a regular basis
- Monitoring trends and movements in both the national and the international populations

Student Records

The director of admissions is responsible for:

- Maintaining students' information in all Excel files
- Maintaining students' and students' families information in all necessary data bases
- Producing scheduling lists
- Maintaining all students' files on admission and then passing them to the appropriate head of school for perusal and return to the admissions office
- Maintaining all students' files after admission
- Overseeing the maintenance of transcripts, recording of grades, activities and test results for all students
- Overseeing the receipt of transcripts and references for students applying overseas and then sending them to the relevant school, boarding school or college
- Creating and forwarding transcripts for colleges and boarding schools
- Maintaining to perpetuity files of students who have left The Codrington School

Students

The director of admissions is responsible for:

- Assisting parents in the submission of their forms requesting a student visa
- Maintaining all screening materials
- Assisting students with running off photocopies and receiving payment
- Invigilating internal examinations
- Purchasing and arranging snacks and drinks for meetings with new students
- Purchasing leaving gifts for students

- Purchasing gifts for new students
- Maintaining the display board showcasing pictures of all students as well as the demographics and statistics

Attendance

The director of admissions is responsible for:

- Emailing the daily student absences to the employees before 9.00 am each day
- Noting on the school's system reasons for a student's absence
- Updating the school data system of students who check in late or leave early
- Issuing "admit to class" notes for late comers
- Answering emails from parents regarding a child's absence
- Alerting the heads of schools to any extended absences
- Maintaining a record of students who leave school early or arrive back late from holidays

PERSONAL ASSISTANT (PA) TO THE PRINCIPAL

As PA to the principal, the incumbent is directly responsible to the principal for maintaining an organized and efficient principal's office and for coordinated office procedures

Specific Responsibilities

General office operations

The PA to the principal is responsible for:

- Keeping the diary and arranging appointments as necessary
- All filing
- Taking dictation as necessary
- Maintaining and updating all handbooks – parent:student, faculty, *Coming to Barbados*, telephone directory, *etc.*
- Maintaining the policy and procedures files
- Maintaining all personnel files
- Maintaining the leave records of all employees
- Ensuring the organization of all Board meetings, including provision of refreshments and having minute books to hand
- Purchasing leaving presents, baby gifts and Christmas gifts for employees
- Organizing a "bonding" session for new teachers in August
- Writing articles for the school's newsletter, the *TCS Focus*
- Maintaining emergency telephone trees

PTA Liaison

The PA to the principal is responsible for:

- Liaising with the PTA on behalf of the principal
- Assisting with purchase of uniforms in the absence of the parent volunteer

- Emailing the uniform volunteer regarding uniforms given to parents
- Collecting monies for uniforms
- Collecting monies for the lunch provider
- Liaising with the lunch provider with regard to students who have forgotten their lunch
- Assisting with the taking of the school photographs
- Assisting with sending out information from the PTA
- Collecting monies for various events – pizza days, Christmas concert, fundraisers*, etc.*
- Maintaining the display board, ensuring information and notices are current

Ministry of Education

The PA to the principal is responsible for:

- Preparing requested statistical data on a timely basis (termly, yearly, etc.) – enrolment by class, teachers and their qualifications, new students, students who have left, student's attendance, *etc.*

NURSE

As nurse, the incumbent is directly responsible to the principal for maintaining an organized and efficient infirmary, providing first aid to students and for contributing to the health, safety and security of all students and employees.

Specific Responsibilities

The nurse is responsible for:

- Dealing with students who visit the infirmary on a daily basis
- Compiling and keeping up-dated all students' medical information
- Informing the teachers of any student's specific concerns – asthma, diabetes, allergies, *etc.*
- Keeping a daily record of each student's visit to the infirmary and the treatment given
- Recommending CPR/First aid classes for every employee
- Emailing teachers if a student needs to stay in the infirmary for any length of time
- Writing "admit to class" notes for students who have spent any time in the infirmary
- Dealing with medical emergencies swiftly and expeditiously
- Telephoning parents if any student's injury or medical condition is serious
- Completing a student accident report form if necessary
- Purchasing of all necessary medical supplies
- Ensuring that the infirmary linen and bedding is washed once a week