



ADMISSIONS OFFICER - Job Description

- Grade and Range:** Grade 5/6 SPC 12-20
- Working pattern:** Term Time (plus 2 weeks) 30 hours per week. Working pattern Monday to Friday inclusive, 8am – 2.30pm including a 30-minute daily break, breaks during the working day are unpaid.
- Duties:** The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop, vary or be refined over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.
- Responsible to:** Office Manager
- Responsible for:** Ensuring high standards and delivery of the administrative and clerical functions to support the Leadership, Teaching and Learning and Assessment teams, and the smooth, efficient running of the School Office. The successful candidate should also possess a high level of accuracy and attention to detail, and be well organised and able to prioritise.
- The Admissions process works to various tight deadlines throughout the year, including Registration dates and National Offers Day; this role is also responsible for the production of all admissions related school literature and communications, advertising and other marketing initiatives.

During the growth phase of the school, the Admissions Officer may need to be flexible in delivering and discharging their duties. This role will support the school in its fourth operational year and continue to grow until the school is full. It is important to recognise that the responsibilities of this role are likely to vary during this period.

RESPONSIBILITIES

Duties will include:

- Handling all email and telephone enquiries relating to Admissions via the dedicated Admissions contact email address and telephone number including responding to and processing of all Admissions literature/prospectus requests.
- Liaison with Croydon LA to share information and coordinate on allocation of new academic year places including the sorting of lists in conjunction with managing the feeder school randomiser process, weekly migration reports, in-year activity and reporting regular wait list status updates to wait list applicants, maintenance of waiting lists and input into LA literature/prospectuses regarding school level Open Evening and School Tours
- Set up and ongoing use, management and maintenance of the new automated pre-admissions process including any associated follow-up in ensuring the registration process for each student is complete.
- Requests to and receipt from former schools of all new intake student files both manual and electronic (CTF's) developing a system to ensure all student files are successfully transferred.
- To arrange and carry out admissions new admission meetings for new parents/carers plus Heads of Year meetings, facilitating students' smooth transition into the school whilst ensuring all relevant checks are carried out and documentation collated.
- The organisation, through liaison with the relevant departments, of all admin tasks in relation to the on boarding of new students including the issuing of ParentPay Activation Code letters,



the taking of biometrics and the setup of IT related accounts including PC, email and Show My Homework.

- The off-rolling of students through liaison with the Local Authority and onward destinations, and the organisation of all tasks in relation to student leavers.
- Organisation and administration of all Admissions related events and activities such as the Open Day/Evening, HRF Assessment Tests, Student Induction/Uniform Try On Days and Tours for parents wishing to visit the School.
- Organisation and administration of the HRF Assessment Process including the online application process, the formulation of test groupings and timing schedules, the associated communications to applicants, the data entry of resultant statistics, the establishment of ranking orders and the onward communication of resultant data to Croydon.
- Organisation and administration of the Appeals process, related to general admission, HRF and/or medical conditions, including the setting up of and ongoing liaison with the associated appeals panel, the organisation of dates for the appeals, the communication and confirmation of appeal appointments with appellants including the distribution of related documentation and the communication and distribution of Appeal packs to the panel members.
- In liaison with the Head of Year 7, maintain positive feeder (and other) school relations.
- Keeping the Admissions area of the School website updated and managing any associated online forms and/or systems in relation to all of the above ensuring compliance with regard to content and confidentiality.
- Analysis and manipulation of data and creation of meaningful reports in relation to all of the above.
- Review and input into future year Admissions consultation processes.

Other duties

- Attend all training and events required as part of directed time.
- Contribute to the wider life of the school if required.
- Perform all other reasonable requests from the Headteacher/Office Manager to support the office administration team.
- Respect confidentiality at all times.

Effective Day-to-Day Management:

- To ensure the school's Admissions policies are adhered to and implemented.
- Engage with the School's appraisal system and use it proactively to develop as a professional.
- Support the school in fulfilling the School Development Plan.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment.

Outcomes

Coombe Wood School teaching and support staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

The Admissions Officer role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship is expected at all times.



ADMISSIONS OFFICER – Person Specification

Criteria (Please note that training in school systems can be provided)	Essential	Preferred
Qualifications		
Educated to at least A level standard or equivalent	x	
Working knowledge of SIMS		x
Knowledge, Skills and Experience		
Strong organisational skills requiring minimal direction	x	
Systematic approach, attention to detail and ability to prioritise a busy and varied workload	x	
Professional, capable and effective communicator, both oral and written	x	
Strong command of written and spoken English and the ability to adapt content and tone for various audiences	x	
Proven experience in a similar role such as office work, reception, marketing, events, communications		x
Strong IT skills including Microsoft Office suite of products	x	
Be able and willing to undertake staff training and development courses	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
Experience working in a school office environment		x
Attributes		
Demonstrate a positive, active and cooperative outlook Ability to work well to tight deadlines An approachable, accommodating and patient attitude High standards embracing honesty, integrity, loyalty and trustworthiness Ability to be flexible, adaptable and know when to use own initiative Able to remain calm and act sensibly under pressure A good team player and collaborative worker with a sense of humour Present a good role model to students Grasp of the Coombe Wood ethos, supportive of the school's drive for health and fitness		