

## **JOB DESCRIPTION**

**POSITION:** Admissions Administrator  
**REPORTS TO:** Admissions Lead  
**RESPONSIBLE FOR:** The day-to-day administration and operation of the admission consultations received by the school  
**LOCATION:** Heathermount School I- Ascot

### **MAIN PURPOSE:**

- To provide administrative and day to day operational support to the school's Admissions Lead in executing a professional service to local authorities and families.

### **MAIN TASKS AND RESPONSIBILITIES**

- Preparation of admissions consultation files for presentation to the Admissions Panel in the school.
- Liaison with SEN officers in all local authorities served by the school to ensure that the documentation presented is informative and of the highest possible standard.
- To maintain the school's admissions consultation database.
- To work with the Admissions, Lead & Family Partnership team in the organisation of school open day events and support families who wish to visit the school.
- Collaborate with the Admissions Lead, to provide families with assistance during their visits.
- Liaise with families and prepare robust and informative documentation to share with school staff for potential new students.
- To undertake any other duties as may from time to time be specified by the school, that is within the level and responsibility appropriate to the grade of post

To undertake, any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

### **PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING**

- Participate in regular support and supervision from line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings,

conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role

- Attend and participate in regular team and other meetings, both internal and external

## **POLICIES AND PROCEDURES**

- The post holder will be expected, always, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by the school.
- Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

## **VALUES, ETHICS AND CONFIDENTIALITY**

When working for the school all employees are required to work responsibly and be accountable for their actions, upholding dignity and the rights and health and wellbeing of our pupils and their Colleagues. This is achieved by ensuring that the school's values and behaviors are demonstrated in everything we do, and this creates the culture of the school.

To be aware of Equality Diversity & Inclusion characteristics and ensure that these are considered appropriately throughout all work undertaken.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_