



**TUDOR GRANGE ACADEMY SOLIHULL**

## **Admissions Administrator**

### **Job Description**

**Grade 3 Point 5-6**

**£21,575 - £21,968**

**Actual Salary £13,604 -£13,852**

**Part -Time, Permanent**

**Mon - Fri**

**(9.30am-2.30pm)**

**25 hours/42 weeks**

### **Core Purpose**

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who can navigate the various challenges of life with integrity, morality and kindness.

### **Specific Responsibilities**

- To organise the logistics of prospective parent & student visits, liaising with all key stakeholders regarding in-year applications.
- Deal with routine enquiries, providing general information about the admission process, by phone, in person and by email, managing the admission email account.
- To maintain a register of in-year starters and leavers
- To support the senior leader responsible for Year 7 intake with the organisation of open day events and information evenings, and attendance at said events.
- To organise the production of promotional materials and website literature.
- To follow admission procedures and policies in terms of registration, gathering of information (data collection) and liaising with previous schools to obtain accurate records
- To follow off-roll processes in terms of data sharing, liaising with new school for safeguarding purposes
- To ensure new admission data is accurately entered onto the school's management information system, supporting the data manager with start of year and end of year processes.
- To be the point of contact for Solihull Local Authority Admissions department.
- To support the principal with new starters vis the fair access panel/managed moves
- To support the designated senior leader responsible for alternative provisions, maintaining up to date records

### **Generic responsibilities**

- To undertake any other administrative work as reasonably requested by the Principal
- To support the data manager with other administrative work associated with Year 7 intake on the school's management information system.

**Any other duties in support of the Academy as reasonably decided by the Principal.**

**Line Manager**

Principal