

HARDWICK HOUSE SCHOOL

ADMISSIONS OFFICER APPLICATION PACK



ADMISSIONS OFFICER

VACANCY DETAILS

Contract Type: 37.5 hours per week (full time), 52 weeks. There will be a requirement for some hybrid working during school holidays.

Salary: £28,250 plus pension contribution.

Start Date: 1st September 2025, or as soon as available in the new academic year.

Closing Date: Wednesday 6th August 2025.

Thank you for taking the time to consider the role of Admissions Officer at Hardwick House School. Within this application pack you will find information about the school and the role, a job description and a person specification. Should you have any questions, would like to discuss the position or have a tour of the school, please get in touch by phoning us on 01509 218 203 or email us at info@hardwickhouseschool.co.uk

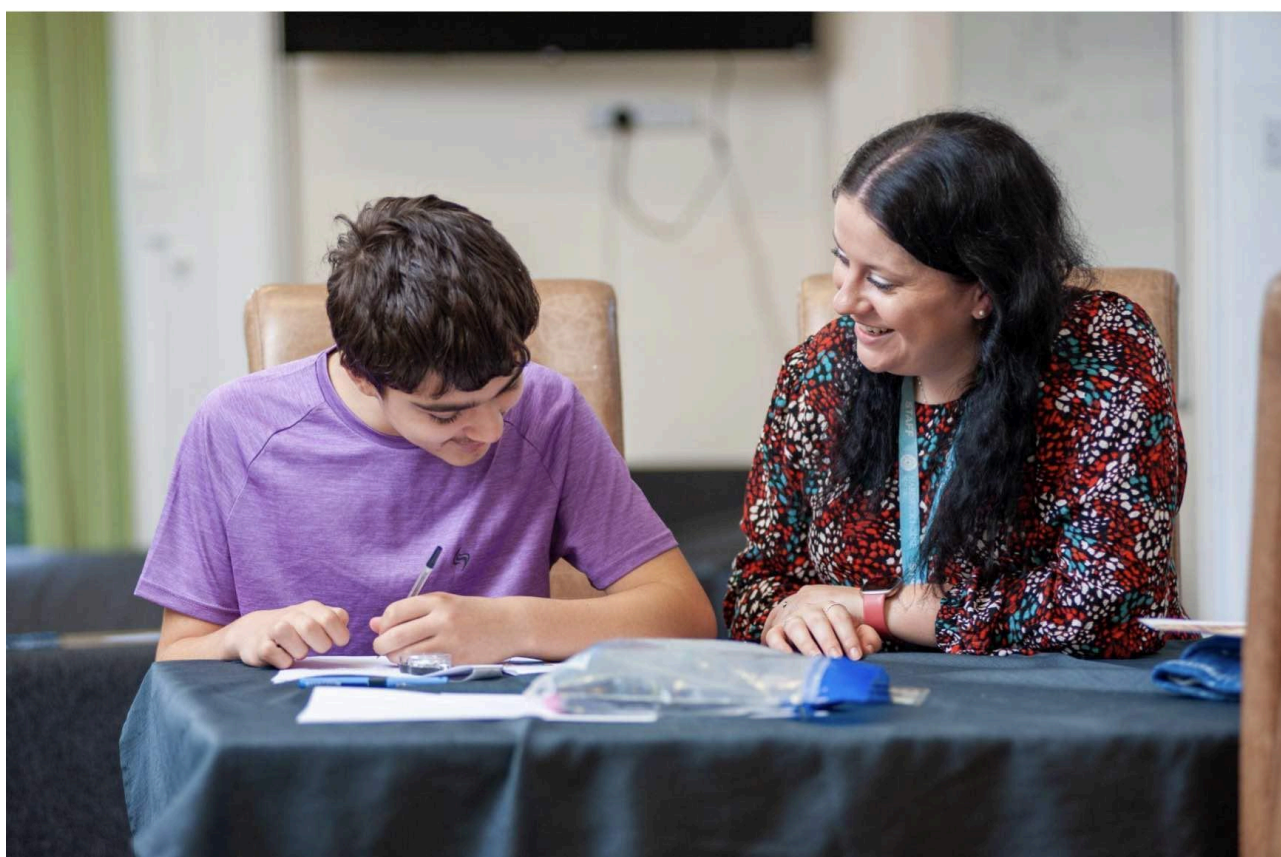




THE SCHOOL


Hardwick House School is a small independent specialist school for learners with autism and related communication difficulties. Our children and young people attend in small groups from Key Stage 2 to Key Stage 4. Our learners have all come from mainstream settings, but their ASD has been a significant barrier and has often led to a very uneven academic and social profile. We are part of Newcome Education, a unique schools group who provide us with wider expertise and governance and our parent company is Cavendish Education.

Hardwick House School is a friendly learning community where every member is valued. We are committed to the development of our children, young people and staff.



THE ROLE

We are looking to appoint an Admissions Officer to actively coordinate the admission of new students, supporting the school's long term goal of growth; maximising the reach of our service. The role includes:

- Coordinating all enquiries and consultations related to school placements, liaising with the leadership team and local authorities, that makes Hardwick the school of choice for these children.
 - Providing an exceptional experience and service to enquiring families.
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- Providing an efficient service to existing students by supporting the administration of the annual reviews of student's Education, Health and Care Plans.
- Providing wider administration support to the school including cover for reception.



COMMITMENT TO SAFEGUARDING

Hardwick House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to an enhanced DBS check, medical check, and references.

JOB DESCRIPTION

ADMISSIONS OFFICER

Job Purpose

The Admissions Officer will provide an efficient administration support to the school and senior staff by co-ordinating the school's admissions process for new students, annual review meetings for existing students, and supporting the school's administration. They will contribute to the overall ethos, aims and values of the school, enhancing its work and promoting a positive image within the school and wider community.

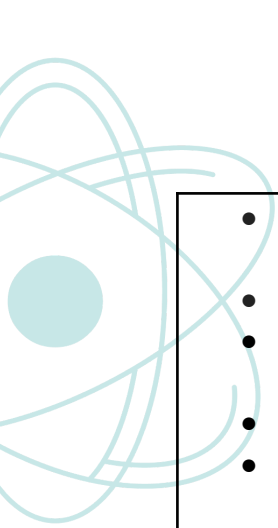
Admissions

As the Admissions Coordinator, your role will support the entry of children into the school and you will be the first point of contact for enquiring families.

- Provide an exceptional communication experience for families by responding to email and telephone enquiries related to student admissions.
- Ensure prospective students and their families are guided through the school's admissions process in a professional and helpful manner.
- Review EHCPs and accompanying paperwork from local authorities to determine placement suitability in line with the school's admissions policy.
- Keep a detailed record of enquiries in order to regularly analyse trends and track the progress of each admission.
- Hold weekly admissions meetings with the SENCo and/or Assistant Head to discuss consultations.
- Liaise with the Finance Manager and Business Support to ensure offer letters are returned to local authorities.
- Coordinate and conduct tours of the school for families and undertake meetings with families where required.
- Arrange taster sessions for students by liaising with teaching teams and the SENCo.
- Regularly monitor the school's inbox for enquiries and consultations, responding to these in a timely manner.
- Provide data reports to both the central team and to the Leadership Team to update them on referrals and placement conversions.
- On occasion, organise and run Open Afternoons including inviting and confirming attendance of families, and arranging staff.
- Support with marketing material to enhance the school's reputation and position it as the school of choice for parents.
- There is a requirement on occasion to attend central meetings (approx. 3 times per year) in central London and regional meetings based in Newcome schools.

EHCP & Administration

You will provide support with the administration of student EHCPs, liaising closely with the SENCo and Leadership Team. In addition, you will provide administration assistant for the school where required, including covering for colleagues.

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- Arranging of the annual student reviews including booking meetings, inviting all stakeholders, and preparing all paperwork to ensure legal timeframes are met.
 - Manage confidential and sensitive information relating to staff, parents or children.
 - Proofread, write letters/correspondence and distribute appropriately, ensuring they are on the school's stationery.
 - Taking minutes during annual review meetings.
 - Support with general administrative tasks including answering the phone, taking receipt of deliveries, supporting with responding to enquiries into the school and covering reception.

Whole School Responsibility

In addition to the specific responsibilities of this post, every member of staff at Hardwick House School will commit to:

- providing a courteous and efficient service to students at all times
- maintaining the security of data at all times and in line with the GDPR regulations.
- undertake professional development and participate in training or other learning activities as required by the school
- the safeguarding of children and young people at all times.

The following job description is not exhaustive. It may be altered at any time in consultation with the post holder subject to the approval of the Headteacher. It is expected that all staff will work closely with the senior leadership team, to develop the role to reflect the needs and demands of the post. Confidentiality is required at all times.



PERSON SPECIFICATION

ADMISSIONS OFFICER

Education and Qualifications	Criteria	Assessment
A recognised administration qualification e.g. NVQ 3 or Level 3/4 Business Administration, or relevant experience.	E	A
GCSEs in Maths and English (A*-C / 4+) or equivalent	E	A
Evidence of continued professional development	E	A/I

Experience, Knowledge and Understanding	Criteria	Assessment
Appropriate experience working in an office team environment and in an administration role	E	A/I
Experience of working with confidential information	E	A/I
Understanding of the SEND Code of Practice	E	A/I
Experience of working in a regulated environment or within statutory frameworks.	E	A/I
Experience using ICT including to operate emails, spreadsheets, documents and calendars.	E	A/I
Experience of undertaking a wide range of administrative tasks	E	A/I

Skills and Attributes	Criteria	Assessment
Ability to establish good relationships	E	I
Excellent verbal and written communication skills including a professional and welcoming demeanour	E	A/I
Ability to work independently at times, managing conflicting priorities and your own time efficiently	E	A/I
Excellent planning and organisational skills	E	A/I
High standards of attention to detail and accuracy	E	I
Ability to meet deadlines while working under pressure	E	A/I
Ability to create and maintain filing systems	E	A/I

Personal Qualities	Criteria	Assessment
Compassion	E	A/I
Empowerment	E	I
Optimism	E	I
Authenticity	E	I
Connection	E	I
Understanding	E	I
A commitment to the safeguarding of children	E	I
A commitment to professional development and potential for further promotion	E	A/I

Criteria Key

- E Essential
- D Desirable

Assessment Key

- A Application Form
- I Interview

