



The Totteridge Academy

The best in everyone™

Part of United Learning

JOB DESCRIPTION

Post: Admissions Officer

Salary Range: United Learning Pay Scales

Start Date: 1st November, or sooner

Hours: 37.5 hours per week. The post holder will be required to work 39 weeks plus 2 weeks during the half term periods. One of these weeks shall be worked during the summer break after GCSE results day to support Sixth Form enrolment along with the preparation of welcoming our new year 7 cohort (every September).

Salary Banding: Band 2 Vocational, Administration & Business Management

All support staff are integral to The Totteridge Academy's pivotal principle of 'kaizen': the process of continuously striving for improvement so as to better the life chances of every single young person in our care.

Job Purpose

To support the Academy's growing reputation in the community by coordinating the recruitment and admissions of new students. Ensuring that a comprehensive customer admissions service from initial enquiry through to application and enrolment.

To support the Assistant Principal with the admissions process for 16-18 years in particular with our students and prospective students.

Key Duties

All duties associated with this role require the highest standard of professionalism at all times in terms of manner, conduct and appearance. This role also demands high levels of literacy competency as all written communication must be in Standard English.

Admissions 11-16 years.

1. To take responsibility for developing and implementing a comprehensive admissions strategy in conjunction with the Principal, Senior Leadership Team, Local Governing Body and United Learning.
2. Serve as a source of information for potential applicants and support them with all administrative aspects of the admissions process.
3. Be fully familiar with the School Admission Module (SAM), any borough-specific admissions procedures; prepare admissions interviews and co-ordinate the follow up and liaise with students' former schools to ensure smooth transitions take place among other admissions procedures.

Principal: Chris Fairbairn

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

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4. Form close and productive links with all feeder schools in the area and take responsibility for organizing events with these primary schools.
5. Co-ordinate the administration for the Primary Transition Day and Year 7 Induction, working alongside the incumbent Director of Learning for the new cohort.
6. Create Arbor record for all new students in a timely fashion.
7. Create student files in collaboration with the school administration team.
8. Support in year and casual admissions with the Vice Principal/Director of learning. Ensure student is entered on to Arbor and that they are added to a timetable in good time.
9. Archive Student Data with the Academy's administration team.

In addition to the above support 16-18 Admissions by;

1. Attend Sixth Form fairs with the Director of Sixth Form promoting The Totteridge Academy Sixth Form and provide marketing material to a large number of students.
2. Process and record all sixth form applications
3. Review all applications and manage decisions on applicants who do not meet our basic entrance requirements – advise by post.
4. Managing on-going contact/communication with potential students in order to promote and encourage their applications.
5. Organise programme for Taster Days with the Assistant Principal, student reading lists, invitations to applicants, suitable catering provision, layout of venues, evaluation of impact of the event.
6. Working with the Assistant to record subject choices for applicants, maintaining accurate record of offers to students.
7. Maintain applicant database.
8. On enrolment day, record and organise admissions of students transferring to The Totteridge Academy Sixth Form and External students joining the school.
9. Check that all students meet our entrance requirements and that students who fail to do so are advised appropriately.
10. Record all leavers. Follow leaver routines in Arbor and ensure appropriate documentation review is carried out.
11. Create Arbor record for all new students in a timely fashion.
12. Assign students to form groups and house.
13. Update the DfE web page of current Sixth Form course choices.

Flexibility

The job description is not intended to be all-inclusive, and we require the post holder to be flexible and show initiative.

The post holder may be required to perform other related duties within the pay grade to meet the on-going needs of the Academy such as covering other operational functions such as Reception, Student Services or School Administration.



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PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of Assessment
Qualifications	A good educational track record and evidence of career development	Customer Services Qualification	A
Experience	Track record of delivering excellent customer service	Experience of admissions within school or FE experience	A I
Knowledge and Skills	IT skills sufficient to meet the requirements of the post and ability to learn new IT skills as required		A, T, I
	Knowledge and experience of Education landscape		I
	Ability to work with all levels of staff/customers within the organisation, internal and external customers and external bodies and individuals	Autonomy	I
	Ability to work effectively as a member of a team and autonomously		I
	Willingness to share task and responsibilities under pressure.		I
	Excellent interpersonal and communication skills		I
	An ability to communicate and work effectively with others to embed process changes and address the needs of change.		I
	Ability to manage and prioritise own workload		A,I

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	to ensure deadlines are met.		
	Attention to detail and accuracy.		A,I
Personal Attributes	Evidence of commitment to continuous professional development		A
	Able to uphold and behave in accordance with the Academy's Kaizen values		I
	A professional, friendly and flexible approach to work, willing to work early mornings, evenings and some weekends.		I
	Commitment to promoting equality and diversity in what we do.		I

The post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of the school.

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