



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Admissions Officer		
Base:	Eden Boys' School, Preston		
Reports to:	Admissions Manager	Grade:	S7 (SCP 30 – 34)
Staff Responsibility for:	None	Salary:	£27,358 - £30,756
		Term:	Permanent
Additional:	As assigned.		Full Time Full Year

JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

JOB SUMMARY

To provide support in discharging strategic and operational functions around admissions and appeals.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Admissions Support - Existing Schools

- 1.1 Support the Admissions Manager in the following:
 - a. Ensure compliance from schools in relation to the Trust Admissions Policy, including the determination of admissions arrangements for all schools.
 - b. Develop admission arrangements annually for all schools in accordance with all relevant legislation and the Department for Education (DfE) Admissions Codes.
 - c. Provide support when dealing with Councils, the Education and Skills Funding Agency and the DfE on all admission related matters.
 - d. Provide support when undertaking statutory consultation for admission arrangements, as required.
- 1.2 To oversee the implementation of admission arrangements (normal and in-year) by schools in accordance with Trust guidance and LA co-ordinated schemes.
- 1.3 Provide advice and guidance to schools in relation to the admission of children with Special Educational Needs (SEN) when dealing with requests from Local Authorities.
- 1.4 Provide support to schools in reviewing the fair access protocol arrangements.

- 1.5 Provide advice and guidance to schools in relation to the admission of children under the fair access protocol.
- 1.6 Provide advice and guidance to schools in relation to requests for deferred admission and the admission of children outside the normal age group.
- 1.7 Review, update and check the content of the admissions section on School websites and produce content where required.
- 1.8 Support the development and updating of the admissions handbook for schools.
- 1.9 Support schools in dealing with referrals to the Office of the Schools Adjudicator.
- 1.10 Provide training, support, advice and guidance to SLT and school operational admission leads.
- 1.11 To provide support and challenge in ensuring schools prepare and present robust cases for admission appeals.
- 1.12 To provide support in the production of appeal templates for schools.
- 1.13 To present school admission appeals.
- 1.14 Maintain accurate data on admission and admission appeals.
- 1.15 Support the reporting to the Trust on all existing school admission related matters.

2. Admissions Support - New Schools

- 2.1 Support the development of new school admission arrangements in accordance with all relevant legislation and DfE Admissions Codes.
- 2.2 Implement the admission arrangements for the new schools.
- 2.3 Liaise with the Local Authority in relation to all aspects of admission in relation to the new schools.
- 2.4 To provide support in securing service level agreement for the administration of admission appeals.
- 2.5 Support with the preparation and presentation of new school admission appeals.
- 2.6 To present school admission appeals.
- 2.7 Provide training, support, advice and guidance to SLT and school operational admission leads.
- 2.8 Support with handover arrangements to school staff on all new school admission related matters.
- 2.9 Support the production of admission documents for the new school website.
- 2.10 Support the reporting to the Trust on all new school admission related matters.

3. Other responsibilities

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.3 Contribute to the wider life of the Trust and the Star community.
- 3.4 Carry out any such duties as may be reasonably required by the Trust.
- 3.5 Records management. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade C or above)	E	✓	
2.	A Level/ NVQ Level 3 (or equivalent)	E	✓	
3.	Degree qualification or equivalent.	E	✓	
4.	Working towards a professional qualification in a relevant area.	D	✓	
5.	Evidence of continuous professional development.	E	✓	
EXPERIENCE				
6.	3 years' administration experience within an education setting or Local Authority.	E	✓	✓
7.	Experience of supporting school admission.	D	✓	✓
8.	Experience of preparing and presenting school admission appeals.	E	✓	✓
9.	Experience of developing, communicating and successfully implementing guidance and procedures.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Knowledge of school admissions practices.	E	✓	✓
11.	Outstanding communication skills to nurture effective relationships and understanding across a range of internal and external organisations.	E	✓	✓
12.	Outstanding organisational and interpersonal skills.	E	✓	✓
13.	Ability to effectively prioritise and manage conflicting demands under pressure.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
14.	Ability to analyse and interpret information to support effective and robust decision-making.	E	✓	✓
15.	Ability to be flexible and able to respond effectively to new situations and queries.	E	✓	✓
16.	Excellent IT and computer software skills to produce reports, spreadsheets and databases.	E	✓	✓
17.	Understanding of relevant legislation and regulatory requirements underpinning education effectiveness.	E	✓	✓
18.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational/academies' developments.	E	✓	✓
PERSONAL QUALITIES				
19.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
24.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
25.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓