

Job Description

Job Title	Admissions Officer
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Accountable To	Assistant Principal
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Grade	
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Purpose:

To organise both secondary transfer and In-Year admissions, providing support to the Assistant Principal in the management of admissions.

Responsibilities:

- 1. Co-ordinate preparations for the Year 7 intake to ensure a successful transition to Chatham Grammar. This will require post holder to:**
 1. Participate in school's open evening/mornings and send letters to all visitors as required by the Assistant Principal.
 2. Advise parents of prospective new Year 7 students about the application process and current criteria.
 3. Liaise with the LA to ensure that accurate information is held for New Year 7 intake.
 4. Oversee the sibling checking exercise.
 5. Confirm details of accepted SEN applicants via communication with the LA Admissions Team, Assistant Principal and SENCO.
 6. Assist the Assistant Principal with arrangements for, coordinate, and attend, Welcome Evenings.
 7. Ensure that all New Year 7 student information is recorded on the SIMS database and organise/train temporary staff to assist when necessary.
 8. Assist the Assistant Principal in collating the required information for tutor group arrangements.
 9. Organise arrangements for annual appeals in May for the annual September intake. Ensure all papers are copied and distributed to the external panel members in good time. Arrange and ensure that parents are informed of appointments.
- 2. Undertake day to day management of in-year admissions and to review and improve procedures. This will require post holder to:**
 1. Adhere to the in-year admissions criteria and ensure that staff are aware of admissions procedures.
 2. Organise in-year admissions: arranging uniform, new student interviews with the Assistant Principal, assisting with admission testing, conducting introductory meetings and liaise as appropriate, in order to organise appropriate timetabling for new students. Liaise with the SENCO where necessary to ensure a smooth start for identified SEND students.
 3. Meet new students on their first day, issue them with timetables, student planners and parent planners, show them around the school, take them to registration / assembly and arrange student mentors if necessary. Organise photography and thumb scanning.

4. Respond to all admission enquiries, advising new/prospective students and parents of school procedures and admission criteria, and providing details of admission procedures at alternative schools where appropriate.
 5. Send application forms and written correspondence to parents of prospective students if and when required.
 6. Maintain the waiting list, reviewing and updating this on a termly basis, and responding to parent enquiries as necessary
 7. Request school references from applicants' previous schools (as required).
 8. Process applications and calculate distances for the waiting list.
 9. Maintain records of conversations with parents/carers on the waiting list.
 10. Provide the Associate Principal with termly admission summary reports in an agreed format.
 11. Provide all staff with information on new arrivals both via the Bulletin and in dialogue if necessary.
 12. Organise arrangements for casual appeals throughout the year, liaising with parents, collating paperwork and informing the Assistant Principal. Set and coordinate dates for external panels.
- 3. Ensure that a full roll is maintained in all Year Groups. This will require post holder to:**
1. Manage and assess the number of vacancies to be filled at each midterm admission point.
 2. Liaise with the Assistant Principal regarding the academy roll.
 3. Manage the academy's waiting lists and all communication with potential parents in accordance with the admissions policy.
 4. Manage all required procedures for the admission of a new student.
 5. Provide relevant roll data in preparation of the school's CENSUS returns.
 6. Ensure the school's admission procedures and relevant pro-formas reflect current legislation and incorporate the school's developing requirement.
 7. Ensure new admission details are entered pre-admission to the SIMs system.

UKAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.

October 2019

Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of education to A-Level standard, to include English and Maths (at GCSE grade 5 or above) or equivalent 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in the education sector and • An awareness of issues within an educational setting. • Evidence of ability to work with a high level of initiative, to be proactive and manage a wide range of administrative duties whilst under pressure. • Experience of co-ordinating complex administrative tasks specific to admissions processes, including the development of appropriate systems to improve procedures. • Knowledge of admissions regulations and legislation 	
Skills & Abilities	<ul style="list-style-type: none"> • Evidence of excellent interpersonal and communication skills and a willingness to be cooperative and flexible at all times. • Ability to interact with all members of the school community. • Ability to use the following at a high level: <ul style="list-style-type: none"> - word processing packages - spreadsheet packages - School networked databases. • Meticulous attention to detail and a systematic approach to work to achieve a high level of accuracy. 	<ul style="list-style-type: none"> •