



## Urmston Grammar Job description

**Job title:** Admissions Officer

**Reporting to:** Assistant Headteacher

**Responsible for:** Admissions & GDPR

### Strategic Role - Core Purpose

The Admissions Officer is responsible for all aspects of the admission of pupils to the school. The main responsibility of the Admissions Officer is to provide support throughout the admissions process, from initial point of contact via application to a pupil's arrival at school. This role also includes the additional responsibility as Data Protection Officer.

### Admissions Officer - General Duties

- Ensure pupil enrolment is conducted strictly in accordance with the school recruitment policies and standards.
- Be responsible for the admissions process end-to-end including but not limited to:
  - implementation of admissions' strategy and events.
  - coordinate school tours/visits.
  - liaise with parents on admission enquiries and school placement status.
  - facilitate parent meetings where required.
  - coordinate application and placement testing for prospective pupils.
- Maintain a complete and accurate record of parent/pupil details and collate all prospective new pupil information into the admission platform Applicaa, and the school MIS.
- Ensure that activities are aligned and in support of each other to achieve the correct number of pupils in each cohort, and in line with the school's admission policy.
- Ensure that appropriate documentation and information on all aspects school admissions are current and readily available.
- Liaise with the LA regarding decision and next steps ensuring that we adhere to the LA timescales.
- To manage the admissions voicemail and email facilities. Relaying and where possible responding to queries.
- To provide practical advice and assistance with the completion of the In-Year application forms. To ensure the receipt and processing of complete and valid documentation.
- To organise the invitation and staging of 'In Year' selection tests.
- Create, upload, and send electronic transfer files for leavers and new admissions throughout the year via the S2S system.
- Analyse admissions data and make recommendations for improvement.
- Support other ad-hoc admissions projects as assigned.
- Stay up to date with industry trends and best practices.
- Ensure compliance with all relevant laws and regulations.
- To support with admissions' processes for pupils with SEND in ensuring that these pupils have their needs considered where appropriate, and in accordance with the schools' admissions policy.



- Coordinate and oversee mid-year transfer admissions, ensuring a smooth process.
- Liaise with the local authority, the Senior Leadership Team, SENDCO and other relevant external and internal departments to ensure a smooth admissions procedure.
- Ensure that all pupil files are received and stored appropriately.
- Ensure that all required pupil data is accurately input onto Applicaa.
- Collate and set up transition timetables for incoming pupils in liaison with the Senior Leadership Team.
- Support arrangements for transition days, transition events and attend any other relevant events (these may be outside of your usual working hours).
- Despatch pupil information packs and, upon receipt, enter admission information on Applicaa.
- Assist in the organisation, preparation, running and recording of data for Annual Reviews.

#### **Data Protection Officer - General Duties**

- Ensure that the use of data within school is compliant with General Data Protection Regulation (GDPR) legislation.
- Monitor data processing activities and advising on data protection practices.
- Conduct data protection audits and train staff
- Act as the primary contact for data subjects and supervisory authorities regarding data privacy concerns, and respond to Subject Access Requests

#### **Requirements**

##### **Experience, professional skill, and knowledge required.**

- Good communication skill, responsible, efficient, detail-oriented and customer oriented.
- 2-5 years working experience, experience in education is preferred though not essential.
- Admissions experience in school is advantageous.
- Ability to make decisions and work independently.
- Possess the necessary skills to work closely with the Senior Leadership Team.
- Have an organised approach to the role and be able to suggest and implement new ideas.
- Microsoft Office and a good working knowledge of other relevant software.

##### **Support own personal development by:**

- Working collaboratively with colleagues.
- Seeking help and advice as appropriate.
- Building on and developing prior specialists' knowledge and experience.
- Undertaking further training as appropriate.
- Seeking to improve practice via observation and discussion with colleagues.
- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Appraisal process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.



### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the school. The post holder will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. It is a business requirement of the school that the postholder is in school for five days per week. The post holder will be required to attend statutory and mandatory training.

### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Urmston Grammar's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

### **Information Security, Confidentiality and Data Protection**

During employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998 (GDPR), unless explicit written consent has been given by the person identified.

### **Equal Opportunities**

The post holder must comply with and promote equal opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

### **Notes:**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

**Headteacher/line manager's signature:**

**Date:**