ADMINISTRATION DEPARTMENT

*Postholder: Start Date: TBC*

*Working Hours Mon-Fri 08:30-16:30(16:00 Fridays) – 22 hours over the week (flexible working)*

**Job Description:** Admissions Officer

**Date:** July 2019

**Salary Grade: 8-13**

**Hours:** 22 hours per week

**Working Weeks:** 40 weeks per year

# Paid Weeks 45.80 weeks per year

**Salary:**

# General Description of Post

The postholder will report to the Executive Principal / SBM and will be responsible for the co-ordination of admissions and administration for St John’s.

**Key Duties and Responsibilities**

**Admissions – St John’s - In-Year/Normal Entry Applications**

* Manage and lead on all St John’s admission enquiries and appointments providing advice and guidance as required
* Obtain references and feedback from current school regarding behaviour, attendance, academic levels, and pastoral issues.
* Liaise with the Principal, providing full report including NOR and whether a place is available.
* Following EAT procedures, process applications received and refer to EAT Admissions Panel via the EAT Admissions Officer if required.
* Liaise with key workers/data manager regarding assessments and timetable.
* Ensure all statutory requirements of the Admissions Code are met.
* Liaise with Data Manager to manage Year 7 Applications; agree ranked list as per Admissions Policy and following EAT procedures refer to Admissions Panel if necessary.
* Maintain ‘Waiting List’ for any unsuccessful applicants.
* Process any 2nd and 3rd round applications received, adding to Waiting List.
* Liaise with Year 6 Transition Administrator and Head of Year 7 as required with regard to Induction Programme.
* Provide advice and guidance to parents and Principal on Appeals.
* Arrange and manage all appeals for St John’s Marlborough alongside the Academy Principal.
* Ensure the school’s case and supporting documentation for each appeal is prepared.
* Ensure all statutory requirements of the School Appeals Code are met
* Ensure EAT Academies Admissions Spreadsheet is kept up to date liaising with Data Manager as necessary

**St John’s specific responsibilities – Uniform**

* Liaise with Principal to agree policy annually.
* Liaise with uniform company as required regarding supply, stock and prices.
* Accountability to resolve uniform issues with individual parents, liaising with School Colours as required.
* Organise and manage annual uniform event for new intake and any current student requirements.

**Other Duties**

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

I R Tucker

Principal

September 2019

**ADMINISTRATION DEPARTMENT**

**PERSON SPECIFICATION**

**Admissions Officer**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
|  |  |
| **Knowledge and Experience** |  |
|  |  |
| Excellent ICT skills (Word, Excel etc.) | Management of staff |
|  |  |
|  |  |
| **Personal Qualities** |  |
| Excellent communication skills |  |
| Excellent organisational skills |  |
| High expectations |  |
| Ability to work on own initiative |  |
| Ability to work in a team and alone |  |
| Positive attitude to personal development and training. |  |
| Great sense of humour and willingness to ‘muck-in’ with the Team, whatever may be required! |  |
| Smart appearance |  |
|  |  |