



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10



William Perkin Church of England High School

Job Description

Job Title	Admissions Administrator
Grade:	Grade 5, scale points 12 – 15 (see page 5)
Line Manager:	William Perkin Executive Assistant
Supervisory Responsibility:	None
Hours:	Term time (35 hours/week)*

Main Purpose of the Job

1. To manage the admissions process for Year 7 and Sixth Form entrants
2. To manage the process for in-year applications, including leavers and joiners
3. To manage the process for main-round and in-year appeals
4. General admissions administration including coordinating the waiting lists
5. To act in support of the Administration Team and the wider school

Specific Responsibilities and Tasks

- 1. To manage the admissions process for Year 7 and Sixth Form entrants**
 - To administer the admissions process for primary to secondary transfer (Year 7), which ranges from initial enquiry to pupil acceptance and entrance in the School
 - To use SAM and liaise with Ealing LA to complete the Year 7 admissions procedure – this includes (not limited to): sorting the bands, applying criteria to applicants, ranking applications, keeping up-to-date with first, second and late round offers, coordinating the initial waiting list
 - To use the School's CMS to create and maintain a Sixth Form database for internal and external applicants and admissions; and to process these in a timely manner
 - To run an Admissions room during Open Evenings
 - To coordinate and attend all Year 7 and Sixth Form induction events – this will include the creation of welcome packs and running scholarship assessments and other entrance activities such as Sixth Form IAG Meetings
 - To work with SLT, Head of Year 7 and Head of Sixth Form on all admissions-related matters
- 2. To manage process for in-year applications, including leavers and joiners**
 - To administer the admissions process for in-year admissions. This ranges from initial enquiry to pupil acceptance and entrance in the School
 - To use the School's CMS to process all in-year applications in a timely manner – this will include visiting Ealing LA in order to measure distances and nearest high school for each application
 - To work with SLT, the Heads of Years and the Data Team on all in-year admissions-related matters

- To process leavers forms and ensure student files are forwarded in a timely manner
- To ensure that each year group is at or above PAN as per the annual student capacity budget – this may mean admitting students from the waiting lists

3. To manage process for the main-round and in-year appeals

- To use the School's CMS to process all appeals in a timely manner
- To create and maintain an accurate appeals database, which is reported to the LA
- To arrange appeals hearings in coordination with other Trust schools and the Clerks team
- To create all appeals-related paperwork such as appellant packs and hearing schedules
- To liaise with the Clerk to the Appeals Panel on all appeals-related matters
- To run each appeal hearing day by welcoming appellants and escorting them to the room

4. General admissions administration including coordinating the waiting lists

- To manage the Admissions mailbox by dealing with enquiries from parents, the LA, primary schools and other stakeholders
- To coordinate the publication of admissions policies on the school website, the Ealing LA website and in the Borough Admissions Booklet
- To maintain effective systems to support all admissions related processes and ensure all paperwork is correctly filed and processed in accordance with agreed procedures
- To maintain strong relationships with Admissions Departments in local and surrounding Primary and Secondary Schools to ensure smooth transition of prospective pupils into the School
- To liaise with the Data Team to support the transfer of data for new students to ensure SIMS records are accurate
- To maintain accurate and up-to-date waiting lists for each year group and to update these annually in accordance with the School's published admissions criteria

5. General duties in support of the Administration Team and the wider School

- To undergo first aid training and participate in the medical room rota
- To monitor the admin mailboxes and complete tasks, including reprographics, as necessary
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Executive Assistant or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
 - General clerical / administrative / filing support; collecting and distributing lost property
 - Lunchtime and/or temporary cover
 - Supporting preparations for major School events
 - Communications with staff, students, parents and other external stakeholders
 - Administration supporting the admissions process
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

Key measures of success

- Admissions deadlines met (e.g. rankings and offers for Year 7 places, Sixth Form IAG Meetings)
- High degree of compliance with admission regulations
- Positive feedback from teaching staff and key users of the admissions service
- Contribution to a well-organised, efficient and transparent administration system

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
Educated to at least GCE A Level	✓	
A good degree		✓
General administration qualification		✓

Knowledge and Experience	Essential	Desirable
Excellent ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative experience or of working in an office environment	✓	
Excellent standard of written English	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓
Experience of administering school admissions		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 5, scale points 12 - 15. This is £22,237 - £23,454 (term-time only). The full time salary for this grade is £24,603 - £25,950. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours; core hours are from 10.00am-5.30pm with a half an hour lunch break or as agreed with the Executive Assistant.

Weeks of work:

Term time only comprises 40 weeks (200 days). This includes 190 teaching days plus 10 additional days to be worked as directed, and discussed, with the Executive Assistant. This would normally include evening induction events and hours doing the summer holidays.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the Trust's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the Trust website.