

## **Admissions Officer Job Description**

**Hours / Week:** 20 hours / week Term Time plus 4 days INSET  
**Grade:** H3  
**Responsible to:** Office Manager

### **Job Purpose**

- To oversee the smooth running of the application processes for reception admissions, secondary transfer, in year applications and appeals.
- To coordinate admissions to the Academy Sixth Form and Sports Academy.
- To work with the admin team to provide general admin support as required.

### **Key Areas of Responsibility**

- To be directly responsible for the admissions processes in their entirety.
- To understand and utilise fully the county admission system for reception and year 7 intake groups providing information for senior leaders as and when required.
- To act as first and continual point of contact for prospective families from enquiry through to the enrolment of new students at the school.
- To coordinate all school tours and visits for prospective parents, including primary and secondary tours, the new to year 7 welcome evening and sixth form open evenings.
- Maintaining the admissions portal and database, MIS, and website to ensure application information is up to date.
- Supporting new students' information collection and management, in preparation for their commencement at the school.
- To ensure that the new student information booklets are updated annually and are shared with all new parents prior to the student start date.
- To coordinate the sending of welcome information to reception, year 7 and sixth form intake groups.
- To have full awareness of where there are spaces for recruitment at all points of entry and actively offer places to those on the waiting list.
- To maintain a complete and accurate record of prospective parent / student details and add the data to the academy information management system at the point of entry.
- To liaise with the Scholars' Education Trust with regards to Rule 2 and out of chronological year group admissions and appeals.
- To work closely with the social media assistant ensuring activities are aligned and in support of each other to achieve the academy's on roll target.
- To provide general administration support as required.

### **Knowledge, Experience and Training**

The successful candidate will:

- Have high levels of organisational skills and ability to prioritise workload.
- Excellent verbal and written communication skills
- Proficiency in Applica or similar admission systems desirable
- Be able to maintain confidentiality.
- Excellent literacy skills.
- Excellent IT skills.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.