



## Job Description: Admissions Officer

<b>Contract Term:</b>	Permanent: 0.64 FTE - Term Time plus INSET and 10 days to be confirmed by the Line Manager in their planning of holiday cover.
<b>Hours:</b>	25 hrs per week: Flexibility required around busy admissions periods
<b>Pay Range:</b>	Band 4 (SCP 12 to 17) £25,989 to £28, Pro Rata (£15,040 to 16,256)
<b>Reporting to:</b>	Senior Leader: AHT

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

### Main Responsibilities

This role involves managing all aspects of the school's admissions processes from Years 7 to 11 in line with the Admissions Code so that admissions to the school are administered efficiently, fairly, and in line with statutory guidance and school policy.

The role also includes responsibility for appeals administration, liaison with local authorities and coordinating with schools for the entrance examination and maintaining accurate admissions data.

This is a wonderful opportunity for someone with good communication skills, who is detail driven, and who can provide support and advise families through the admissions journey.

### Specific Responsibilities

1	
-	Be the main point of initial contact in all parental enquiries concerning any admission matter, providing efficient and timely advice and support through meetings and coordination of school tours and visits.
-	Manage, organise and oversee all details of induction days for new entrants and support Progress Leader Y7 Induction with organising a schedule of visits to feeder Primary Schools as part of this process.
-	Maintain a thorough understanding of the Schools Admissions and Appeal Codes to ensure these are applied consistently and in line with DFE and OSA guidelines to implement the Admissions Policy fairly, accurately and within the published time frames contained within the Admissions Code.
-	Arrange the consultation process of any changes to school policy relating to admissions.
-	Act as Local Review and Appeals administrator, supporting the work of the Clerk to the Appeals Panel and the Senior Leader.
-	Liaise with other schools regarding admissions and the examination provider to administer the Entrance Examination consistently and effectively

-	Communicate to parents the outcomes of the examination and to provide additional guidance where appropriate
-	Support with admissions' processes and administration for pupils with SEND in ensuring that pupils have their needs considered where appropriate, and in accordance with the schools' admissions policy.
-	In liaison with Trafford admissions, compile the CAF list in order of the oversubscription criteria and co-ordinate applications and offers
-	Manage the waiting lists and organise In Year admissions in Years 7-11 and liaise with the appropriate Progress Leader, Senior Leader and educational institution regarding the transfer of data
-	Ensure that all pupil files are received and stored appropriately and that all required pupil data is accurately input onto Applicaa.
-	Invigilate in-year and supplementary testing and, where necessary, mark and standardise papers.
-	Provide the Headteacher and Governors with data regarding the admissions on application statistics, primary school trends, waiting lists, appeals data and the allocation process
-	Maintain the admissions section of the school website
-	In conjunction with Senior Leaders, provide administrative support for the efficient organisation of Open Evening including advertising admissions arrangements and Open Evening
-	Act as the appeals administrator and work with Assistant Headteacher – Student Support in all matters of the Appeals Process
-	Monitor admissions budget expenditure, including expenditure on the entrance exam, to ensure the efficient and effective deployment of resources.
-	Liaising with future and current parents on a regular basis answering queries via telephone and e-mail and in person on a regular basis
2	<b>The school</b>
-	Ensure that all school policies are adhered to and consistently implemented.
-	Treat all members of the school community with courtesy and respect, having regard for their health and wellbeing.
-	Carry out administrative duties as required by the school or Headteacher
-	Attend and support evening events e.g. Open Evening, Year 7 Induction Evening
-	Provide cover for reception, school office and reprographics as required by the Office Manager.
-	Undertake typing, filing and general administration duties as required.
3	<b>Health and Safety</b>
-	Ensure all classes and clubs are registered in a timely manner alerting the relevant staff where students have not arrived to ensure students are safe and well on site.
-	Comply with safety rules and procedures relevant to the subject and the whole school.
-	To report promptly to the Headteacher any issues which have/may lead to a breach of regulations.
-	To have due regard for the health safety and wellbeing of children in your care, ensuring that they are treated with compassion and that classes are carefully monitored to instil a positive learning environment where all children feel safe.

4	Safeguarding
-	To ensure that you are aware of the key policies relating to safeguarding and play an active part in keeping children safe in school
5	Core Values
-	Display a deep commitment and empathy to the values and vision of the school through the demonstration of Ambition, Endeavour and Respect in daily work and ensuring every child has an opportunity to 'shine'.
-	High standards of professionalism with regards to confidentiality and discretion
-	A willingness to take on other roles and responsibilities within the team
-	Be able to conduct your work with empathy, kindness and good humour
-	Genuine passion and belief in the potential of every student
-	A commitment to the safeguarding and welfare of all students
9	About this Job
-	This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher/or his representative.
-	The Governing Body is committed to the safeguarding and welfare of children and young people. It expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.
Signed:	
Date:	

## Post: Pastoral Support Administrator

Qualities and Attributes	Essential	Desirable	Evidenced by
Good level of general education, including GCSE Maths and English or equivalent.	✓		Application
Minimum 2 years' experience of working in an office or administrative role.	✓		Application
Ability to communicate with a wide range of personnel including parents, staff, students, and the wider working community.	✓		Application/ Interview
Professional in outlook and appearance	✓		Application
Be able to work accurately and flexibly under pressure to meet time sensitive deadlines		✓	Application/ Interview
Be able to work positively in a school environment showing tact and discretion to preserve confidential information	✓		Application/ Interview
A commitment to CPD to develop oneself and others	✓		Application/ Interview
First Aid at Work (FAW) qualification (or willingness to gain qualification prior to commencement in post).		✓	Application
<b>Experience, Knowledge and Skills</b>			
Demonstrate the ability to work accurately with attention to detail either independently or as part of a team.	✓		Application/ Interview
Excellent communication skills with the ability to promote the school in a positive light through professional communications regarding the systems and processes of the admissions process	✓		Application/ Interview
Be able to prioritise workload effectively and make use of IT systems to work productively and efficiently.	✓		Application/ Interview
A team player with a flexible approach to the role with an ability to adapt to challenges as they arise.	✓		Application/ Interview
Willingness to develop professionally and attend courses as required.	✓		Application/ Interview
An effective communicator with strong interpersonal skills and a professional manner both in person and in a professional setting.	✓		Application/ Interview
<b>General/Personal Qualities and Characteristics</b>			
Be kind, considerate and professional and have the interests and wellbeing of all at the heart of what you do.	✓		Application/ Interview

Provide a professional tone in terms of external communications and internal greetings.	✓		Application/ Interview
Model the school's values of Ambition, Endeavour and Respect in all aspects of work undertaken in school and be prepared to provide support and	✓		Application/ Interview
A commitment of care and support for every student and the ability to find the difference that makes a difference	✓		Application/ Interview
A commitment to the responsibility for and practices concerned with the promotion of the welfare and safeguarding of young people	✓		Application/ Interview