

Admissions Manager Job Description

Grade: UKAT Band C - £23,744 - £26,704 (FTE £27,152 - £30,536)
Hours: 37 hours per week, term time only, plus 2 weeks.
Accountable to: Assistant Principal
Accountable for: n/a

Core Purpose:

To manage and administer student admissions for Years 7–13, ensuring compliance with statutory requirements and Trust policies.

To coordinate and support the delivery of key academy events, including open events, transition activities and Parents' Evenings, ensuring they are effectively organised and administered.

To act as a key point of contact for parents/carers, the Local Authority and internal stakeholders in relation to admissions and associated processes.

To support enrolment activity at key points in the academic year, including GCSE and Post-16 results days in August.

Key Responsibilities:

Admissions (Years 7–13)

- Manage all student admissions to the academy, via the Local Authority or direct parent/carer applications.
 - Ensure the Chatham Grammar Admissions Policy is updated annually, approved by Trustees, and submitted to the Local Authority within required timescales.
 - Administer selective cognitive ability tests for in-year admissions
 - Coordinate Sixth Form admissions processes, including applications, communication, and enrolment activities.
 - Liaise with other schools and academies regarding the transfer of student files and information prior to admission.
 - Meet with parents/carers and students to discuss admission arrangements and provide tours of the academy.
 - Support parents/carers with admissions procedures, including appeals.
 - Maintain accurate student records on the Management Information System (MIS), including joiners and leavers.
 - Ensure relevant admissions information is kept up to date on the Local Authority academy page and academy website.
 - Prepare admission packs and coordinate all onboarding documentation.
 - Notify parents/carers of start dates and provide joining information, including uniform and academy processes.
 - Communicate admission details to relevant staff and organise induction days for new students.
 - Monitor and review new students' settling-in period at one and three weeks.
 - Manage all correspondence with the Local Authority regarding admissions.
 - Process final admissions lists and issue confirmation letters to parents/carers.
 - Support enrolment activities during peak periods, including GCSE and Post-16 results days in August.
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Events Administration and Coordination

- Coordinate the administration and delivery of academy events, including but not limited to open evenings, open mornings, transition events, parents' evenings and other community outreach events.
 - Liaise with SLT and relevant staff to ensure events are organised effectively.
 - Manage logistics for events, including scheduling, rooming, resources, and materials.
 - Prepare and distribute event documentation including marketing and information packs.
 - Maintain accurate records of attendance and related event data. Prepare reports as required.
 - Provide on-the-day support to ensure events run smoothly and efficiently.
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Organisational Responsibilities

- Participate in the staff career growth plan process.
- Act as a role model, demonstrating professionalism and supporting the academy's values.
- Adhere to professional standards and staff codes of conduct.
- Comply with Health & Safety legislation and other statutory requirements.
- Maintain full compliance with safeguarding policies and procedures and actively promote the welfare of children and young people.
- **Safeguarding is the responsibility of all staff members at UKAT, and staff are expected to take appropriate action to protect students and report any concerns in line with Trust policy.**

Admissions Manager Person Specification

Attribute	Essential	Desirable
Qualifications / Training:	<ul style="list-style-type: none"> • Good general education including: 5+ A*-C / 5+ 9-4 grades at GCSE or equivalent including English and Maths • Commitment to undertaking relevant training • High-level ICT competencies including ability to use MS Office Suite, including Excel or other spreadsheet working with functions, graphs etc 	<ul style="list-style-type: none"> • Level 3 (A-Level) qualifications or degree. • Evidence of ongoing professional development. • ICT qualifications. • Experience using Management Information Systems (e.g., Bromcom). • Customer service training or experience working with the public.
Experience	<ul style="list-style-type: none"> • Working effectively as part of a team. • Experience of engaging positively with parents/carers and young people. • Experience using and interpreting data to write informative reports. • Ability to produce accurate and high-quality reports with detailed analysis. 	<ul style="list-style-type: none"> • Prior experience as a school/academy Admissions Officer. • Experience organising events in an educational or business context (e.g., transition events, open evenings, parent evenings).
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Flexible, patient, positive, and assertive. • Empathetic and able to relate to young people and adults. • Understanding of delivering excellent customer service to students and parents/carers. • Ability to build and maintain positive relationships with colleagues, students, and parents/carers. • Ability to gain respect of students through confident and professional conduct. • Strong verbal, written, and presentation skills. • Ability to work independently, take initiative, and contribute as part of a team. • Ability to think creatively, work calmly under pressure, and pay close attention to detail. • High expectations of oneself and others. • Commitment to fairness, equity, and inclusion in all interactions. • Ability to provide sensitive and constructive feedback. • Excellent organisational skills and ability to manage multiple priorities. • Ability to critically evaluate own performance and implement improvements. • Understanding that safeguarding is the responsibility of all staff, and ability to act in line with UKAT policies. 	<ul style="list-style-type: none"> • Familiarity with school/academy admissions regulations and procedures. • Experience of using data to inform operational improvements.
General	<ul style="list-style-type: none"> • Willingness to work flexible hours as required (e.g., open evenings, transition events, results days). • Commitment to the development and values of UKAT, including promoting an inclusive, safe, and supportive environment for all students. 	