



Admissions Officer

Job Title:	Admissions Officer
Contract Type:	Permanent
Salary:	Band 5 S13 to S16 for 42.9 weeks (£25,492 - £ 27,400)
School:	Haberdashers' Borough Academy
Location:	94B Southwark Bridge Road, SE1 0EX
Hours Per Week:	35
Accountable To:	Administrative Lead

Job Purpose

We are looking for an **Admissions Officer**. This is a key operational role at the heart of school life, playing a vital part in supporting the admission and onboarding of new students throughout the year.

Working closely with senior leaders, teaching staff, parents, carers and external agencies, the **Admissions Officer** is responsible for coordinating the student admissions process from initial enquiry through to enrolment, ensuring families receive a professional, welcoming and efficient service at every stage.

You will maintain accurate pupil records, manage admissions documentation, coordinate assessment and transition arrangements, and act as a key point of contact for prospective and newly admitted families. The role requires excellent organisational skills, attention to detail and the ability to manage multiple priorities while ensuring compliance with admissions policies and procedures.

As a member of the school's administrative support team, you will work collaboratively with colleagues across the Trust, contributing to the effective day-to-day operation of the school and helping to ensure a smooth transition for students joining our community.

Key Responsibilities of Role

Admissions

- To manage the processes for admitting students to the Academy in accordance with its published admissions policy and guidance in the schools admissions code;
- To be a first point of contact for parents and carers relating to admissions queries, or pupil enrolment queries;
- To provide information to prospective students and their parents relating to the admissions process, including the administration around prospectus and publication materials;
- To maintain up to date information about admissions on the Academy web site and other marketing channels;
- To represent the administrative team at academy open events;



- To assist in the planning of and induction/enrolment events of new students into the Academy, working with the academic and pastoral staff responsible for each year of entry;
- To maintain accurate and up-to-date records of applications at each stage of the admissions processes, using Admissions + and ARBOR;
- To report and liaise with key stakeholders at regular intervals relating to the status of the admissions process;

Related admissions processes

- To oversee the administrative aspect of the off-roll process, removing student records accurately from the ARBOR database when they join or leave the Academy and abide by The Trust policy and sent on to relevant destinations of student leavers and files are disposed of in line with the Trust Records Management policy.
- To manage the process for in-year admissions including admissions through the fair-access protocol. This includes conducting the enrolment process with families and liaising with any previous educational settings;
- To oversee the administration relating to the Sixth Form Bursary application process in accordance with Trust wide guidance;
- To support the Sixth Form application process; ensuring that the administrative aspects of the role support effective enrolment processes;
- To work closely with the administrative lead to ensure that the enrolment process aligns with the process for administering free school meals.

Pupil File Management

- To have oversight of student record management in the MIS system; including updating pupil records as information is received (including the use of the Arbor Parent App);
- To ensure that all CTF files received are uploaded effectively; with key information signposted to relevant stakeholders;
- To work alongside the data manager to ensure information pertaining to student records is accurate in anticipation of the census processes;
- To oversee the systems around file management for pupils; including their transfer to and from the instruction;
- To confirm the statutory checking of passport and visa status information as required



Wider Administrative Duties

There will be times in the week where the wider administrative team will need to support the broader aspects of the administrative functions. This could include, but is not limited to:

- Producing letter, emails, photocopying, filing, etc.
- Working with Arbor on a daily basis for school administration
- Making phone calls or liaising with families
- Administering first aid
- Covering the Reception duties
- Logging orders and invoices on the finance system
- Any other duties as specified by the line manager or Principal

Other responsibilities

- Support reception duties when required, contributing to a calm and well-organised front office.
- Participate in meetings during and outside school hours as required.
- Contribute to administrative projects, supporting continuous improvement across school operations.
- Carry out additional duties as required, demonstrating flexibility and teamwork in a fast-paced environment.

General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team



Person Specification

	Essential	Desirable	Method of Assessment AP - Application AS - Assessment I - Interview P- Presentation R- References
Education			
	English/Maths qualifications at Grade C or equivalent	-	AP
Knowledge, Skills & Experience			
	- Have experience of running effective administrative systems - Experience maintaining records, databases, and filing systems - Knowledge of confidentiality, GDPR, and data protection, particularly relating to student records - Clear and professional written and verbal communication skills - Confident use of Microsoft Office (Word, Excel, Outlook) and ability to learn school systems - Accurate data entry and record-keeping skills - Basic knowledge of finance processes such as purchase orders, stock control, and subscriptions	- Understanding of administrative procedures and office systems in a school setting - Experience dealing with enquiries from parents, staff, and external agencies - Experience supporting senior staff or teams in a busy environment	AP - AS - I - R
Personal Qualities			
	- Ability to prioritise tasks, work under pressure, and adapt to changing demands - Discretion, professionalism, and a team-focused approach - Strong organisational and time-management skills with excellent attention to detail		AP - AS - I - R



	• Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them • Belief in equality and opportunity for all, ensuring that all staff feel included and listened to • Ability to establish and articulate a clear vision in an engaging way • Determination and resilience • High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully • Commitment to collaborative working • High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short • Commitment to safeguarding and promoting the welfare of children and young people			
--	---	--	--	--

Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.