



LODE HEATH SCHOOL

Arden Multi Academy Trust



PERSON SPECIFICATION

Post Title:	Student Support and Admissions Coordinator	Salary Grade:	D
Location:	Lode Heath School	Salary range:	20 - 26 (£33,673 - £38,510 FTE / £28,866.52 - £33,013.09 ACTUAL)
Department:	Student Support Team	Weeks:	39
Responsible to:	Deputy Headteacher Headteacher	Hours:	37 (full time) 8:15am – 4:15pm Monday to Thursday, 8:15am – 3:45pm Friday, 30 min unpaid lunch break daily
	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	- A minimum of 5 GCSEs to include English & Maths at Grade C (or equivalent) - Evidence of Further Education such as A Levels	- Any relevant administration qualifications - First Aid qualification - Other evidence of related training or interests	Application/ interview
Skills	- Accurate and fluent written communication skills - Ability to orally communicate effectively with a range of audiences - Effective time management skills - Interpersonal skills to work through difficult situations - Competent use of Microsoft packages i.e. Outlook, Word & Excel.	Competent use of SIMS, SAM, Synergy & CPOMS	Application/ References/ Interview
Experience	- Of managing complex administrative processes - Of working with confidential and sensitive information. - Of working in an educational or child-centred environment.	- Working in admissions and/or exclusions - Previous experience as a safeguarding officer	Application/ Interview/ References
Knowledge	Understanding of safeguarding responsibilities and willingness to undertake Deputy DSL training.	Relevant policies in relation to School Exclusions & Admissions	Application/ Interview/

Other Requirements	• Commitment to inclusion and safeguarding • Be enthusiastic and positive in the face of adversity and ensure personal integrity at all times • Ability to maintain confidentiality • To undergo an enhanced DBS check • Ability and willingness to contribute to the wider school		DBS check/ Interview/
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Person Specification reviewed by: L Suddon

Date: Sept 2026