

LODE HEATH SCHOOL

Arden Multi Academy Trust



Post Title: Student Support and Admissions Coordinator

Required for: ASAP

Location: Lode Heath School

Salary Grade: D, point 20 - 26

FTE salary range: £33,673 - £38,510

Actual salary range: £28,866.52 - £33,013.09

Hours: 37 per week (8:15am – 4:15pm Monday to Thursday, 8:15am – 3:45pm Friday, 30 min unpaid lunch break daily)

Here at Lode Heath School, we're on a mission to further develop all aspects of our work as we support our students to be and achieve the very best that they can. Within this refreshingly collaborative and team-focused culture, colleagues work together towards our shared goals. Our aim, quite simply, is to make sure that student achievement is at the very heart of everything we do. Now's your opportunity to help us achieve our ambitious goals as part of our Student Support team.

We are seeking to appoint an enthusiastic and skilled Student Support and Admissions Coordinator who will work alongside our experienced and successful team whilst taking responsibility for key aspects of student support, admissions and safeguarding provision. This position would suit an organised and resilient individual with excellent interpersonal skills and experience of working with confidential information, ideally within an educational setting.

The successful candidate will lead the administration of admissions, student transitions, suspensions and exclusions, whilst also serving as a Deputy Designated Safeguarding Lead. You will be a main point of contact for all current and prospective students and their families so excellent communication and interpersonal skills are crucial. You will take a rigorous approach towards the commitment to protect and nurture students at Lode Heath School in keeping with agreed child protection, safeguarding, attendance and pastoral care policies.

Lode Heath School is a member of the Arden Multi Academy Trust where we are committed in working together to help and enrich the experiences of all within the AMAT family; we have a clear vision to generate self-belief, self-worth, esteem and confidence in our young people who can then display the ambition and aspiration in achieving high educational outcomes.

An informal visit to the school is a great way to discover Lode Heath for yourself. Just contact Mrs Jones at office@lodeheath.org.uk or by calling 0121 704 1421 to arrange a date.

To find out more and apply, please visit [Work at Lode Heath](#)

Closing date: 9am, Monday 21st September 2026

Interviews: Friday 25th September 2026

Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity, sexuality or religion. The successful applicant will be required to undertake an Enhanced DBS Disclosure and, in line with Keeping Children Safe in Education, will be subject to a social media online search.