



# Admissions & Transition Coordinator



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

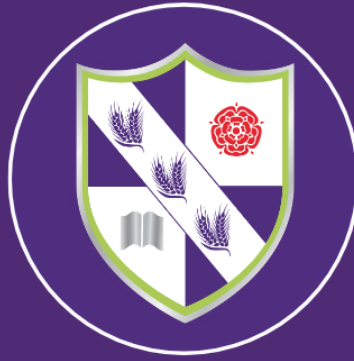
David Clayton  
Chief Executive



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



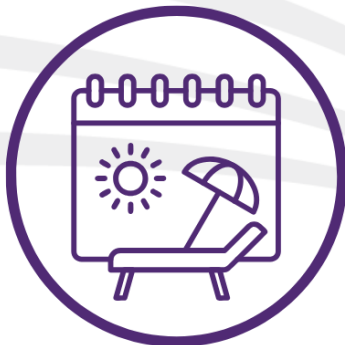
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Dear Applicant,

Thank you for your interest in our vacancy at Wellfield Academy, a school within Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis  
Headteacher

## **Admissions & Transition Coordinator**

**Full time, Permanent & Term time plus two weeks**

**Grade 6 SCP 11-19**

**FTE £28,142 - £32,061**

**Actual £24,421.79 - £27,822.72**

### **Join Our Team at Wellfield Academy.**

Wellfield Academy is seeking an enthusiastic, organised, and highly motivated Admissions and Transition Coordinator to join our dedicated team. This is an exciting opportunity for an individual who is passionate about supporting young people and their families at key stages of their educational journey.

As the first point of contact for prospective students and parents, you will play a vital role in ensuring a smooth, welcoming, and positive admissions and transition experience from initial enquiry through to enrolment and induction.

The successful candidate will coordinate and oversee all aspects of student admissions and transitions into, within, and out of Wellfield Academy. This includes in-year admissions, Fair Access, Alternative Provision, Off-Site Directions (OSD), Elective Home Education, and key transition points such as Year 6–7, Key Stage 4 pathways, and post-16 progression.

You will ensure that all admissions and transition processes are smooth, compliant, and effectively communicated to students and families, with a strong emphasis on safeguarding, inclusion, and positive outcomes.

A key part of the role will be providing consistent and robust pastoral support, including welfare checks and ongoing monitoring, to ensure all students are well supported throughout their transition stages.

If this sounds of interest, then please follow the guidance below on how to apply.

### **HOW TO APPLY**

Please complete our online application form (via My New Term) in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information please contact our Recruitment Lead, Eleanor at [e.duncan-jameson@wellfieldacademy.org](mailto:e.duncan-jameson@wellfieldacademy.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

### Admissions & Transitions Coordinator



To coordinate and oversee all aspects of student admissions and transitions into, within, and out of Wellfield Academy.

This includes in-year admissions, Fair Access, Alternative Provision, Off Site Directions (OSD), Elective Home Education, and key transition points (Year 6–7, KS4 pathways, and post-16).

Provide regular and robust pastoral support, welfare checks and monitoring to support all students within their transition stages.

The role ensures a smooth, compliant, and well-communicated process for students, families, and stakeholders, with a strong focus on safeguarding, inclusion, and positive outcomes.

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### Key Responsibilities

#### ***Admissions Management***

- Liaise with academy SLT to produce and maintain a yearly admissions and transition timeline, including key events such as open evenings, transition days, and post-16 processes.
- Manage all in-year admissions, including:
  - Responding to enquiries from parents, carers, and external agencies via phone, email, and face-to-face
  - Arranging and coordinating admission meetings with SLT
  - Preparing and checking all enrolment documentation (proof of address, ID, safeguarding records)
  - Ensuring timely processing of applications and start dates
- Develop and maintain strong relationships with prospective parents and students throughout the admissions process.
- Manage and maintain waiting lists for in-year admissions.
- Coordinate student onboarding, ensuring all relevant systems (e.g. Arbor, ParentPay, MCAS) are set up prior to admission.
- Ensure all CTF files, safeguarding records, and student data are requested, received, and accurately uploaded.
- Liaise with feeder schools and previous settings to ensure a smooth transfer of information.
- Undertake regular reviews and pastoral check ins/support for all students at the point of transition.

#### ***Fair Access & Local Authority Liaison***

- Manage all referrals under the Fair Access Protocol (FAP).
- Prepare and submit documentation for Fair Access Panels, including student profiles and contextual information.
- Liaise with SLT following panel outcomes to coordinate placements and admission arrangements.

- Maintain up-to-date records of managed moves, permanent exclusions, and Fair Access placements.
- Complete all local authority data returns and ensure deadlines are met.
- Maintain regular communication with the local authority admissions team.

### ***Off-Site Direction & Alternative Provision (AP)***

- Oversee and support all Off-Site Directions, both into and out of the academy.
- Maintain regular contact with Alternative Provision providers, including:
  - Attendance monitoring
  - Behaviour and progress updates
  - Safeguarding checks
- Record and track all AP placements, ensuring compliance with statutory guidance.
- Coordinate reintegration plans for students returning from AP to mainstream school.
- Provide ongoing support and check-ins with students accessing off-site provision.

### ***Elective Home Education (EHE) & CME***

- Manage all Elective Home Education (EHE) processes, including:
  - Following up requests from parents
  - Conducting regular check-ins for safeguarding purposes
  - Referring cases to the local authority
- Work closely with safeguarding and attendance teams on Children Missing Education (CME) cases.
- Maintain accurate and up-to-date records for all EHE and CME students.
- Track and follow up on students who leave the academy, ensuring continued safeguarding oversight where appropriate.

### ***Transition Coordination (All Key Stages)***

#### ***Year 6 to Year 7***

- Coordinate the full transition programme, including:
  - Liaison with feeder primary schools
  - Collection and transfer of student data
  - Organisation of transition events and induction days
  - Communication with parents and carers
- Ensure all students, particularly vulnerable learners, receive enhanced transition support.

#### ***Key Stage Transitions***

- Support internal transitions, including:
  - Year 9 to Year 10 (options process)
  - Year 11 through GCSE completion
- Work with pastoral and curriculum teams to identify and support students at risk of disengagement during transition points.

### ***Post-16 Transition***

- Support students in securing appropriate post-16 destinations.
- Track and follow up on leavers to ensure sustained engagement in education, employment, or training.
- Liaise with colleges, training providers, and external agencies.

### ***Student & Family Support / Mentoring***

- Provide targeted mentoring and transition support for vulnerable students.
- Conduct regular check-ins with students and families, particularly those:
  - New to the academy
  - Moving to/from alternative provision
  - At risk of exclusion or disengagement
- Act as a key point of contact for families during admissions and transition periods.

### ***Leavers & Destination Tracking***

- Coordinate and monitor all school leavers, including:
  - Elective Home Education
  - Permanently excluded students
  - Managed moves
- Maintain contact, where appropriate, as part of safeguarding responsibilities.
- Track and report on student destinations and outcomes.

### ***Communication & Stakeholder Engagement***

- Act as the first point of contact for all admissions and transition-related enquiries.
- Maintain strong communication with:
  - Parents and carers
  - Local authority services
  - Alternative provision providers
  - Feeder schools and post-16 providers
  - Internal staff and SLT
- Ensure all stakeholders are fully informed of student placements, progress, and support arrangements.

### ***Data Management & Systems (e.g. Arbor)***

- Work alongside the Data Manager to:
  - Ensure accurate data entry and transfer
  - Complete data cleansing prior to admissions imports
  - Maintain pre-admissions and admissions groups
- Process student starters and leavers, including destinations.
- Maintain accurate records across all systems relating to admissions, transitions, AP, and safeguarding.

## **Events, Transition Activities & Engagement**

- Support:
  - Open evenings and transition events
  - Parent meetings and induction sessions
  - Alternative provision reviews and reintegration meetings
- Attend and support parent engagement events where required.

## **General Responsibilities**

- Ensure all processes comply with the School Admissions Code and safeguarding legislation.
- Manage workload effectively, escalating concerns to SLT where required.
- Maintain admissions inboxes and administrative systems.
- Undertake relevant training and professional development.
- Support other administrative or admissions staff where necessary.
- Carry out any other duties commensurate with the role as directed by SLT.

## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E) or Desirable (D)</b>
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working with or caring for children of relevant age	E
	Experience of working with vulnerable students or transitions	D
	Experience of administrative work	D
	Experience of working within a school environment	E
	Experience with Fair Access, EHE, or Alternative Provision	D
	Familiarity with Arbor or similar MIS systems	D
	Experience of supporting pupils with challenging behaviour	D
<b>SKILLS AND ATTRIBUTES</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
Respond rapidly and accurately to situations	E	

	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Be honest and trustworthy	E
	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
	<b>OTHER</b>	Clearance through the Disclosure and Barring Service
Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'		E