

## Newham Community Learning - Job Description

<b>Job title:</b>	Admissions Manager
<b>Grade:</b>	Grade: Scale 6 Salary:
<b>Location:</b>	Portway Primary School
<b>Job description reviewed by:</b>	Scott Chudley, Headteacher
<b>Is a person specification included?</b>	Yes, as part of this JD
<b>Date reviewed:</b>	January 2026



[newhamcommunitylearning.org](http://newhamcommunitylearning.org)

Tel: 0203 102 4002 | Email: [ceo.pa@newhamcommunitylearning.org](mailto:ceo.pa@newhamcommunitylearning.org) | [@NCLTrust](https://twitter.com/NCLTrust)  
Newham Community Learning, Pretoria Road, London E16

Newham Community Learning is a charitable company limited by guarantee and registered in England and Wales.  
Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

## **JOB DESCRIPTION AND PURPOSE – Admissions Manager**

**Grade:** Scale 6

**Based at:** Portway Primary School

**Reports to:** Head of Operations, Head teacher and SLT

**Manages:** None

**Responsible for:** The post holder will be responsible for managing the school admissions, including the nursery. They will also ensure the efficient administration of the school's office systems. The post-holder will also be responsible for providing secretarial and administrative support to the school leadership team, in a variety of ways, and as directed.

**Accountable to:** Head of Operations & Head teacher

**Budget:** the postholder has no budget responsibility

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

## **PURPOSE OF JOB**

### **Key tasks and accountabilities**

To manage the whole school admissions process, including the nursery. To support the Head Teacher, Leadership & Senior Management Team with the administrative and smooth running of the school, as directed by the Executive Officer. Responsibility for general reception, hospitality, administration, maintenance of pupils records and disseminating information.

### **Duties and responsibilities**

### **MAIN DUTIES & RESPONSIBILITIES**

- To monitor and respond to the intercom system whilst having a high regard for safeguarding and security. Support the schools safeguarding procedures ensuring vetting checks are completed on all visitors.
- To monitor the Admin supplies/stock using the schools procurement system to arrange stock ordering as necessary.
- To be familiar with appropriate office software e.g. Arbor and have a pro-active involvement with the use of ICT in the school.
- Provide administration support to the Leadership team - ensuring all information is treated confidentially and to have absolute discretion at all times.
- Add/maintain/amend and edit pupils details on Arbor
- To answer the telephone in an efficient and professional manner, record and pass on messages as appropriate.
- To greet parents / carers and visitors and deal with specific and general queries in an efficient and professional manner.
- To assist with the provision of an efficient hospitality service.

### **General**

- To receive responses from parents and pass on to the appropriate person.
- To ensure visitors sign in and are provided with a visitor's badge in accordance with the Trust's security procedures.
- To carry out robust checks on visitor's identification in accordance with the Trust's safeguarding policy.
- To be responsible for checking in daily supply cover and completing all necessary vetting documents
- To ensure the efficient operation of the office, dealing with front line enquiries from staff, pupils and visitors whether in person or by telephone; passing on messages to the relevant member of staff.
- To maintain a high and appropriate level of communication in writing, orally and electronically.
- To ensure all information is treated confidentially and to have absolute discretion at all times.
- Responsibility for leading and managing the admin for the After School Club, Breakfast Club and after school activities.

- Responsibility for managing the collection of monies for staff lunches and provided the kitchen with correct numbers.
- Responsibility for assisting families with problems and queries relating to Parentmail
- To be proficient in the use of Excel spreadsheets and other IT packages such as Word
- Responsibility for creating detailed spreadsheets on Excel to improve school systems
- Responsibility for designing and running bespoke reports on Arbor
- Distribute whole school letters and correspondence, either on paper or Arbor.
- Provide general clerical and administrative support.
- To provide general administrative support for Senior Leadership Team
- To work flexibly to meet the needs of the school
- Responsibility for managing educational visit monies

### **Manage Pupil information and Admissions**

- To ensure all appropriate pupil and staff information is input and kept up to date and correct.
- Manage accurate records of pupils and other data recorded on MIS.
- Responsibility for managing and updating school forms for admissions
- Responsibility for managing the school admissions arrangements and procedures and Children's File Transfer (CTF) and paper files.
- Meet with new families to discuss start dates etc, assisting families to complete paperwork where required.
- Support with the positive advertisement of school places, in particular pre-school, nursery and reception intake.
- School tours to prospective families.
- Update SLT with pupil numbers on a frequent basis
- Run mobility reports for SLT on a frequent basis
- Liaise with SENCO re new starters with SEN or Medical
- Complete CME procedure for non-starters
- Responsibility for submitting weekly admission returns to the LA
- Input new starters on MIS
- Manage year 6 leavers procedures, assist parents with applications to secondary schools, ensuring all children are registered to a suitable establishment, liaising with the head of year to support a smooth transition.
- Complete off roll processes safely in line with policies.
- Responsibility for updating and maintaining the Pre-School Nursery waiting list.
- Assist with the smooth co-ordination of pre-school/nursery and reception admissions
- Assist in ensuring absence is recorded and all parents/carers contacted regarding absences.
- Managing the nursery childcare portal, checking funding arrangements are correct and up to date.

### Other responsibilities

- Arrange the regular attendance of the school's photographer – providing parents with sufficient notice
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scales.

As a member of staff at Newham Community Learning, the post holder will be expected to participate in the Performance Management Arrangements.

In order to support the evolving needs of the Trust, the duties described above may be varied at the discretion of the Headteacher of the school.

### **PERSON SPECIFICATION**

#### **IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## PERSON SPECIFICATION - Continued

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
KNOWLEDGE / SKILLS	<p>Ability to undertake a wide range of clerical tasks / procedures. Excellent inter-personal, planning and organisational skills.</p> <p>Must be proficient in all Microsoft Office Applications and Google Workspace and associated applications.</p> <p>Must be proficient with using cloud-based personnel databases (eg. Arbor).</p> <p>Effective written and verbal communication skills – ability to compose letters with fluency</p> <p>Ability to work on your own initiative and be decisive.</p> <p>Ability to work as a member of a collaborative team.</p> <p>Ability to relate to all personnel within the school environment.</p> <p>Ability to approach all confidential matters with discretion, sensitivity and diplomacy.</p>	Application Form / Interview
EXPERIENCE	Working experience of routine clerical tasks and responsibilities sufficient to enable post holder to undertake work without constant supervision, to be able to lead and manage staff and to demonstrate a willing and flexible approach to new tasks and changes in requirements, in order to meet the evolving needs of the school.	Application Form / Interview

EDUCATION	<p>The successful candidate to be educated to at least 'A' Level standard or equivalent.</p> <p>Excellent numeracy and literacy.</p> <p>Fluency in all Microsoft Office and Google applications.</p>	Application Form / Interview
CONFIDENTIALITY	Ability to exercise confidentiality and discretion on sensitive matters.	Interview
COMMUNICATION	Ability to communicate effectively with pupils, parents, governors and other staff both in school and across the trust.	Interview
TEAM WORK	Ability to work as a member of a team. Ability to work flexibly in order to meet the needs of the school.	Interview
	A valid DBS disclosure.	Application Form