



Job Description

Admissions Coordinator

Responsible to: Deputy Headteacher
Salary Grade: Scale 6 (Points 14-18)

HOURS: 37 hours per week (8.00am to 4.00pm Monday to Thursday, 8:00 am to 3.30pm on a Friday)
WEEKS: 41 weeks (term time and non pupil days plus 2 weeks holiday working)

Job Purpose

To be effectively coordinate the school's admissions and leavers processes.

Key Responsibilities

- To support the Headteacher with all processes for the school Admissions arrangements and ensure full compliance with the requirements set out by the Department for Education (DfE), [Schools admission code DfE](#) and by Sigma Trust and applied at a local school level.
- To ensure that the school's admission arrangements are appropriately published on the school website, are fully checked and signed off prior to publication and are available on request to stakeholders.
- To be the first point of contact for all enquiries on the school's admissions policy and procedures.
- Liaise with the Local Authority admissions team as required and provide good, timely and appropriate responses to develop effective relations and full compliance with admissions work.
- Under the guidance of the Headteacher and Senior leaders, liaise with other schools and academies in the region in respect of admissions as required and appropriate, including managed moves, off site direction, fair access protocols.
- Support parents/carers with the common application form (CAF) for standard year entry and all in-year admissions.
- Manage the pre-admissions work and ensure that all documentation and processes are robust.
- Support the Headteacher with admissions appeals through the collation and presentation of documentation and relevant data at Appeal Hearings/Panels, and making certain that documentation is secure in readiness for such hearings.
- Maintain all records of in-year admission opportunities/spaces and actively promote the school with the aim of securing in year admissions.
- Ensure that the school's In Year application form is appropriately published and available on request, and meets statutory requirements.
- Support parents/carers with the completion of in year application forms.
- Entering information from admission forms onto Arbor for new admissions
- Receive and respond to in-year admission enquiries, including providing information, undertaking tours of the school in consultation with senior leaders.

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- Liaise with teaching and support staff to notify them of in-year admissions, plan and support the delivery of induction for new students, admission meetings and timetables.
- Prepare student files for transfer, both in-year and end of Year 11, and oversee the on/off process and ensure the school meets all statutory requirements.
- Support the Headteacher with the review and any changes to Pupil Admission Numbers (PAN) through the preparation of data, correspondence, co-ordination of consultations as needed subject to Sigma procedures for the review of admissions.
- To work with and support the Headteacher with the marketing and promotion of the school for admissions purposes and develop positive engagement with stakeholders in raising the profile of the school. Ascertain where school spaces are likely to arise and liaise with stakeholders to ensure that spaces are filled immediately to sustain income.
- Work with and support senior leaders with open evenings (Year 7 and Year 12), taster sessions, open tours, induction and transition sessions, collection of data from feeder schools including invitational organisations, follow up visits and feedback.
- Form close and productive links with all feeder and local schools and take responsibility for organising events with those primary and secondary schools.
- Support the enrolment of Sigma Sixth students on GCSE results day and the processing of applications as they arise following results day.
- Support parents and staff with applications to and appeals regarding Essex Transport, developing expertise in this area.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to

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undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher/Line Manager and/or CEO, and will be reviewed annually.

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