

Admissions Officer

Salary Grade: UKAT Band C
Hours / Weeks: Full or part time considered / Term time, plus 2 weeks
Responsible to: Assistant Principal
Responsible for: n/a

Purpose and Vision

The purpose of the Admissions Officer is to coordinate and manage the effective administration of student admissions across Years 7–13, including Sixth Form, ensuring that prospective and current students, parents/carers and relevant stakeholders receive accurate, timely and supportive information throughout the admissions and transition process.

Working with the Assistant Principal and relevant academy colleagues, the postholder will take operational ownership of delegated admissions processes, working with appropriate autonomy within Trust and academy policies, statutory requirements and agreed procedures.

The role contributes to the Trust's purpose by ensuring that admissions, transition and enrolment arrangements are well organised, compliant and responsive, helping students and families to experience a smooth and positive transition into the academy.

Effective admissions administration → accurate information and well-coordinated processes → positive transition and enrolment experience → students supported to learn, achieve and thrive.

Admissions

- Manage and coordinate the administration of student admissions for Years 7–13, including Sixth Form and in-year admissions, within the academy's Admissions Policy, statutory requirements and agreed procedures.
- Process applications, offers, admissions and enrolment arrangements accurately and within required timescales.
- Provide a clear and responsive point of contact for prospective students, parents/carers and other stakeholders throughout the admissions process.
- Provide accurate information and guidance, recognising when complex or non-routine matters should be referred to the Assistant Principal.
- Liaise with the Local Authority, other schools and relevant organisations to obtain and exchange information required to support admissions and transition.
- Coordinate relevant student information, records and documentation, ensuring information is accurate, secure and shared appropriately.
- Administer admissions appeals and other admissions processes in accordance with established procedures.
- Escalate matters requiring a decision outside the postholder's delegated authority to the Assistant Principal.
- Coordinate admissions activity at key points in the academic year, including transition, induction, GCSE and Post-16 results and enrolment.
- Work with relevant colleagues to ensure arrangements are organised effectively and students and families receive appropriate joining information.
- Apply the academy's Admissions Policy, School Admissions Code, statutory requirements and Trust procedures consistently.
- Support the annual administration and review of admissions information and policy documentation, working with the Assistant Principal and relevant stakeholders to meet required deadlines.
- Maintain accurate applicant and student admissions information on relevant academy systems.

- Identify and resolve routine errors or discrepancies and ensure admissions information is kept up to date.

Events and Activities

- Coordinate the administration and logistical arrangements for designated admissions, transition and family-facing events.
- Liaise with relevant colleagues regarding scheduling, communications, resources, documentation, attendance and other agreed arrangements.
- Provide appropriate administrative and on-the-day support for designated events.
- Respond to routine issues and ensure relevant information is recorded and communicated as required.

Working with colleagues and stakeholders

- Develop positive and professional relationships with parents/carers, students, Local Authority representatives, schools and academy colleagues.
- Communicate clearly, professionally and sensitively, including when dealing with confidential or potentially challenging matters.
- Work with appropriate autonomy, taking responsibility for allocated areas of work and using initiative to resolve routine problems.
- Recognise the limits of delegated authority and seek advice or escalate matters appropriately.
- Work collaboratively with colleagues to ensure admissions information and activities are coordinated effectively.
- Contribute to improvements in admissions processes and working practices where appropriate.

Professional development and general

- Undertake relevant training and development to maintain and strengthen the knowledge and skills required for the role.
- Keep knowledge of admissions requirements, Trust policies, academy procedures, safeguarding and relevant systems up to date.
- Work flexibly within agreed contractual arrangements to meet the needs of the academy.
- Undertake other reasonable duties consistent with the nature and level of the role, as directed by the Assistant Principal or appropriate line manager.

Safeguarding Responsibilities

- All staff have a responsibility for safeguarding and promoting the welfare of children and young people. The postholder is expected to understand and fulfil their safeguarding responsibilities in accordance with Keeping Children Safe in Education (KCSIE), Trust safeguarding policies and procedures, and relevant training and guidance.

Role-specific safeguarding responsibilities

As an Admissions Officer, the postholder handles personal, sensitive and safeguarding-related information about students and families as part of the admissions process.

The postholder must:

- Maintain confidentiality and handle student and family information securely and appropriately.
- Share safeguarding, welfare, SEND and other relevant information promptly with appropriate colleagues in accordance with Trust procedures.
- Remain alert to information or concerns arising through contact with students, parents/carers, schools or other stakeholders.

- Respond appropriately if a concern is raised and follow Trust safeguarding procedures.
- Report safeguarding concerns promptly to the appropriate member of staff, normally the Designated Safeguarding Lead (DSL) or their deputy.
- Follow agreed safeguarding and information-sharing procedures.

What Good Looks Like

Effective performance in this role will be demonstrated through:

- Admissions processes being accurate, well organised and completed within required timescales.
- Students, parents/carers and external stakeholders receive clear, timely, and professional information.
- Routine admissions queries and problems being resolved confidently within delegated authority, with complex matters appropriately escalated.
- Applicant and student information being accurate, up to date and handled securely.
- Admissions, transition and enrolment arrangements being well coordinated and relevant colleagues receiving the information they need.
- Admissions policies, statutory requirements and Trust procedures being applied consistently.
- The postholder working with appropriate autonomy while recognising the boundaries of their delegated authority.
- Positive and professional relationships being maintained with colleagues, families, schools and external stakeholders.
- The postholder contributing to a responsive and well-organised admissions service.
- Relevant knowledge and skills being maintained through appropriate training and development.
- The postholder contributing positively to an admissions and transition experience that supports students and families to make a successful start at the academy.

Admissions Officer – Person specification

Assessment method – Application (A), Interview (I), Practical assessment (P)

Attribute	Essential	Desirable	Assessment
Qualifications	Good standard of general education, including GCSE Grade 4/C or above in English and Mathematics, or equivalent.	Relevant Level 3 qualification or equivalent relevant experience.	A
Experience	- Experience of working in an administrative or operational role - Experience of managing processes, maintaining accurate records and working to deadlines - Experience of communicating professionally with a range of stakeholders	- Experience working in a school or education environment - Experience of working with admissions processes or a Local Authority	A & I & P
Skills	- Ability to organise and prioritise a varied workload and meet deadlines. - Ability to maintain accurate records and identify and resolve routine errors or discrepancies. - Clear and effective written and verbal communication skills. - Ability to provide a professional and responsive service to parents/carers and other stakeholders. - Ability to apply policies and procedures consistently. - Ability to use appropriate initiative to resolve routine problems and recognise when matters should be escalated. - Competent use of ICT and relevant administrative systems. - Ability to handle confidential and sensitive information appropriately. - Ability to work collaboratively while taking responsibility for allocated areas of work.		A & I & P
Knowledge	- Understanding of effective administration, record keeping and confidentiality. - Understanding of safeguarding and the importance of promoting the welfare of children and young people.	- Knowledge of school admissions processes and the School Admissions Code. - Knowledge of Local Authority admissions procedures and/or school information systems.	A & I