

JOB DESCRIPTION

Section: -SEN	Reports to: Admissions Manager
Job Title: Admissions Officer	Grade/Salary Range 6
Working Pattern: 37 hours per week	Weeks per annum: 41
<ul style="list-style-type: none"> • Essential Requirement - Minimum of a degree in Education 	

PURPOSE OF JOB

Due to the sensitivity of materials handled in this role, the applicants must have an explicit understanding of the confidentiality requirements of the job.

- Optimise a centralised admissions process from the point of enquiry through to enrolment and communication and processes related to progression.
- To support the Special Educational Needs and Disabilities Coordinators across Chiltern Way Academy Trust in ensuring that the pupils of the Trust are admitted in an efficient and timely manner in accordance with the trust admissions policy.
- To contribute to the efficient and effective organisation of the Trust.
- To market the Trust in a positive light by being hospitable and courteous to visitors, staff and pupils and Local Authorities.
- To display independent decision-making, acting as a subject matter expert, and representing the Trust in high-stakes environments (e.g., tribunals, panels).
- To support the SENDCo in the function of the Trust as its own Admitting Authority.
- To coordinate the adherence of Local Authorities to their duties under the Special Educational Needs Code of Practice, section 19 of the Education Act 1996 and the Children's and Families Act 2014
- To coordinate and produce management datasets which reflect the Trust's position in relation to the needs of its cohort.
- To develop systems of working that reflect the changing priorities of the trust in relation to the needs of the students.
- To assist Senior Leadership Staff in collation of data at strategic points in the academic year.

MAIN DUTIES AND RESPONSIBILITIES -

General

- To undertake any duties of an appropriate nature as may be reasonably required by the Admissions Manager.
- To maintain consultation records and coordinate admissions.
- To be familiar with and follow all the school's policies and guidelines on all areas and aspects of school life.

Main duties and responsibilities

- Act as a first point of contact for prospective families, Local Authorities, and internal departments to provide information in response to admissions enquiries and queries.
- Monitor the department's shared inbox, responding to enquiries and logging consults within accepted timeframes.
- Ensure that all consultation files are received and stored appropriately.
- Coordinate and oversee mid-year and phase transfer admissions, ensuring a smooth process; this includes:
 - Thorough review of consultation documentation, including EHCPs
 - Liaising with prospective families, Local Authorities and other relevant external departments to determine whether we can meet a child's needs
 - Writing legal responses to consultation requests
 - Liaising with SENDCOs, Heads of Campus and Trust Leadership Team to ensure a smooth internal admissions procedure
 - Organising school visits and campus tours as needed
- Prepare for and attend placement panels as required.
- Support campus SENDCOs in gathering evidence for Tribunal cases and attend relevant pre-hearing meetings as required.
- Support arrangements for induction days, transition events and attend any relevant events as required (these may be outside of your usual working hours).
- Attend any relevant admissions meetings.
- Maintain a thorough knowledge of the CWAT Admissions policy and relevant admissions legislation
- Training will be provided.

Data

- Collation of new school year information, ensuring data received and checked and processed correctly.
- Ensure consultation records are maintained, accurate and kept up to date in collaboration with SEN administration
- Prepare reports on admissions data for Trust Leadership Team as required.

Support Their Own Personal Development by:

- Working collaboratively with colleagues.
- Seeking help and advice as appropriate.
- Building on and developing prior specialists' knowledge and experience.
- Undertaking further training as appropriate.
- Seeking to improve practice via observation and discussion with colleagues.

Caring and Supporting

- Act as a positive role model for staff and students alike.
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities.
- Interact appropriately with all members of the school community and its stakeholders.
- Adhere to school policies and practice around safeguarding of students.
- Proactive in maintaining the Trust environment: taking appropriate action where necessary.

MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Trust's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Trust, appreciate and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Trust's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Trust in health and safety matters

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, or member of ELT without changing their general character or the level of responsibility entailed.

Digital Sign Job Holder:

Date: