

The Westgate School

Job Description: Admissions Officer

Responsible to:

Assistant Head Teacher in charge of Student Engagement and Designated Safeguarding Lead

Purpose:

To have oversight of whole school student admissions.

Key Responsibilities:

Admissions

- To work collaboratively with the Local Authority to ensure all admissions to the school are carried out according to deadlines and offers of places are accurate according to the Admissions Policy.
- To ensure that all relevant documentation is sent to new students.
- To ensure that all CTF's are imported/exported as applicable.
- To ensure that SIMS is kept up to date to support the accurate completion of the Census.
- To ensure that the relevant waiting lists are monitored on a regular basis and places offered to those, where applicable.
- To ensure that all year groups from 7 to 10 are at PAN.
- To manage any in-year transfer requests where applicable and liaise with other schools.
- To liaise with the Clerk of Appeals and member of SLT with regards to Year 7 appeals.
- To monitor the dedicated 'admissions' email account and take action where necessary.
- When a student leaves school ensure the paper-based records are forwarded to the new school.
- To liaise with the local authority on student movement.
- To attend school appeals for in year and year 7 cohort
- To provide all paperwork for the appeals process

Area of Responsibility

1. To have responsibility for whole school admissions.
2. To be the link person with all external agencies relating to and supporting these areas.
3. To ensure systems and processes are in place and actioned by the appropriate person.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR 2018.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.