



<b>Faculty/Department</b>   <b>Admissions</b>	
<b>Job Title:</b> Admissions Officer	
<b>Grade:</b> Grade 5	
<b>Post Purpose:</b>	Responsible for administering the school’s admissions process with accuracy, professionalism and a strong commitment to supporting students and families. The role ensures all admissions—Year 6 into Year 7 transfers, mid-year applications, appeals, and consultations—are administered in line with school criteria and statutory guidance. Working closely with internal teams and external stakeholder under the direction of the Trust Admissions Manager.
<b>Accountable to:</b>	Trust Admissions Manager
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Provide figures re School Census</li> <li>• At the beginning of the new academic year deal with spaces in year groups to make sure academy is at PAN in all year groups before the Census</li> <li>• Raise purchase orders on the Finance System for all appeals</li> <li>• Fair Access Protocol- go through Summary each month and advise students that are possible allocations.</li> </ul>
<b>Routine Tasks</b>	<p><b>Year 6 → Year 7 Transition (Main Admissions Cycle)</b></p> <ul style="list-style-type: none"> <li>• Attend prospective parents’ evening to answer admissions queries.</li> <li>• Rank preference lists from MKC and return after review.</li> <li>• Compile Summary of Applications when allocations are released (end Feb/1 March).</li> <li>• Send rejection letters and summaries to unsuccessful applicants.</li> <li>• Publish Bulk Appeals dates on website before 28 Feb.</li> <li>• Attend transition meetings; process online registrations and transfer data to ARBOR; chase outstanding responses.</li> <li>• Send mail-merge communications to parents.</li> <li>• Prepare non-admission case for Bulk Appeals.</li> <li>• Rank monthly MKC allocation updates and return as required.</li> <li>• Maintain Y6/Y7 allocation list and update stakeholders.</li> <li>• Send/chase parental forms and transition communications.</li> </ul> <p><b>Appeals Bulk (Transition to Secondary School)</b></p> <ul style="list-style-type: none"> <li>• Ensure appeals procedures are followed and summaries completed.</li> <li>• Lead and deliver the full Bulk Appeals process.</li> </ul> <p><b>Mid-year Admissions</b></p> <ul style="list-style-type: none"> <li>• Check all applications for completeness and correct documentation (including special cases, e.g., foreign nationals or non-parent applicants).</li> <li>• Process applications within timescales and notify parents/MKC.</li> <li>• Maintain admissions records and waiting lists, including biannual updates.</li> <li>• Notify waiting-list families when lists close (late summer term).</li> <li>• Allocate places and issue formal offers on behalf of the Governing Body.</li> <li>• Liaise with Progress Leader and parents for pre-admission meetings and welcome packs.</li> <li>• Request references/files from previous schools.</li> </ul>



	<ul style="list-style-type: none"> <li>• Add new starters to ARBOR and coordinate start dates/timetables with Data team.</li> <li>• Provide MKC with weekly roll updates, starters, and leavers</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**

**Job Description**



## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
GCSE Maths & English A*-C (or equivalent)	E	A
<b>Knowledge and experience</b>		
Experience of working in an administrative function	E	A/I
Knowledge of Admissions process in a school setting	D	A
Previous experience of working within a school environment	E	A/I
<b>Skills</b>		
Ability to work as part of a team	E	A/I
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Excellent IT skills (Microsoft Office and HR Systems)	D	A/I
Highly organised, able to prioritise the work of the team	E	I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date .....

Signature