



Admissions Manager

Job Description

Job Purpose

To manage and coordinate all aspects of the school admissions process, including the normal admissions round, in-year admissions, appeals, waiting lists, transition activities and statutory admissions compliance. The postholder will ensure admissions arrangements are administered fairly, transparently and in accordance with the School Admissions Code 2021, School Admission Appeals Code 2022, SEND legislation, Data Protection legislation and Local Authority requirements, whilst providing an excellent service to prospective and current families.

Key Responsibilities

1. Compliance

- Maintain knowledge of admissions legislation, including the School Admissions Code, School Admission Appeals Code, Fair Access Protocols, Equality Act and SEND requirements.
- Advise senior leaders and Trustees on admissions compliance and emerging statutory changes.
- Coordinate the review, consultation, determination and publication of admissions arrangements within statutory timescales.
- Ensure all admissions information published on the school website remains accurate and compliant.
- Act as the key contact for the Trustees' Admissions Committee and prepare agendas, reports, papers and recommendations. Clerk the Admissions Committee.
- Monitor admissions trends, demographic information and cohort projections and provide reports to the Headteacher, SLT and Trustees.

2. Year 6 to 7 transfer arrangements

- Coordinate open events, tours, information evenings and transition activities for prospective families.
- Manage applications, rankings and offers in accordance with published admissions arrangements.
- Liaise with Local Authority admissions teams regarding applications and allocations.
- Maintain accurate admissions records and student data in accordance with UK GDPR requirements.
- Coordinate communications and mailings for new intake families.
- Support transition arrangements including tutor group organisation and Summer School administration.

3. In-year admissions and leavers

- Manage all in-year admission enquiries, applications and admissions.
- Liaise with the Local Authority over waiting lists in accordance with the School Admissions Code and the school's admissions arrangements.
- Liaise with Local Authorities regarding school place availability, applications and admissions decisions.
- Work with the SENDCo and Local Authorities on Fair Access Protocol referrals and vulnerable student placements.
- Coordinate admissions for students with EHCPs and work closely with SEND colleagues and Local Authorities.
- Manage leaver procedures, transfer of records and safeguarding files where appropriate.
- Ensure reports are sent to the Local Authority regarding children who are "missing in education".



4. Admission Appeals

- Work with the Local Authority on admission appeal administration and ensure statutory timescales are met.
- Prepare appeal papers, evidence and supporting documentation for the Local Authority.
- Support Local Authority Officers if required by attending appeal hearings and presenting the school's case where appropriate.

5. Stakeholder Engagement

- Develop positive relationships with parents, carers, students, partnership and other schools, Local Authorities and external agencies.
- Act as the principal point of contact for admissions enquiries.
- Positively promote the school to the local community and prospective parents/carers

6. Additional Duties

- Work collaboratively with the PA to Deputy Headteacher (Pastoral).
- Provide Summer School administrative support.
- Support the Head of Year 7 in sorting the Year 6 cohort into tutor groups.
- On occasion, provide admin support/cover within the Admin Department as required
- Undertake any other reasonable tasks within the scope of this job description.

Reporting lines

This post reports directly to the Deputy Headteacher (Pastoral) / Head of Administration
This post has no responsibility for the management of other staff

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

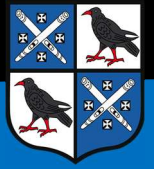
Ensure that all school safeguarding and child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Co-operate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or Welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

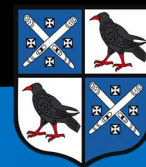
Security and Data Protection

Work within the confines of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to ensure the security and confidentiality of data.



Equal Opportunities Statement

The school's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Person Specification

Essential requirements:

Experience and qualifications

Experience of working in an office environment or similar (S, A, I)
Experience of dealing with customers/the general public in person and on the telephone (S, A, I)
Experience of planning and managing projects / events (S, A, I)
English & Maths GCSE A*-C or equivalent qualification (S, A, I)

Knowledge

An interest in education (S, A, I)
Understanding of data protection and child protection (S, A, I)
Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (A, I)

Skills

Excellent ICT skills including Word, Excel and mail merge (S, A, T)
Ability to work quickly and accurately to tight deadlines (I, T)
Experience in the use of databases (S, A, I)

Personal qualities

Flexibility in terms of hours and location (A, I)
Awareness of and commitment to customer care (S, A, I)
Ability to use own initiative (I, T)
Very good communication skills; both verbal and written (S, A, I, T)
Ability to work under pressure and remain calm in difficult situations (I)
Excellent organisational skills, efficient, with very good attention to detail (S, A, I, T)
Ability to prioritise work and meet challenging deadlines (S, A, I, T)
Ability to plan own workload and be aware of colleagues' priorities (I, T)
Open to change (I)
Ability to use discretion and have an understanding of the importance of confidentiality (S, I)
Ability to employ tact and diplomacy when dealing with sensitive situations (S, I)
Ability to work independently and to play a role within the team (S, A, I)
Ability to work with a wide range of people (I)

Safeguarding

Motivation to work with children & young people / in an educational setting (S, A, I)
Ability to maintain personal boundaries with children & young people (A, I)
Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

Desirable requirements:

Experience and qualifications

Experience of working in a school (S, A, I, T)
Experience of admissions administration within a school, academy trust or local authority (S, A, I)

Knowledge

Knowledge of School Admissions Code 2021 and School Admission Appeals Code 2022.
Knowledge of the school's database SIMS (A, I)
Knowledge of the School Admissions Code (S, A, I)
Knowledge of schools and issues relating to education (S, A, I)

Skills

Driving licence and use of own car (A)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting



Terms and Conditions

Salary

The salary for this post is Grade 8. This is equivalent to an actual starting salary of £22,816 per annum (the full-time equivalent pay range is £31,537 - £34,434 per annum). There is a pay award pending.

Pay progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The hours are 30 per week, to be worked Monday to Friday.

The postholder will be required to work the hours flexibly through the year to respond to peaks and troughs in workload.

This post is term time plus 2 weeks work in the holidays (one week of which is for Summer School). There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>