



LODE HEATH SCHOOL

Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Student Support and Admissions Coordinator	Salary Grade:	D
Location:	Lode Heath School	Salary range:	20 - 26 (£33,673 - £38,510 FTE / £28,866.52 - £33,013.09 ACTUAL)
Department:	Student Support Team	Weeks:	39
Responsible to:	Deputy Headteacher Headteacher	Hours:	37 (full time) 8:15am – 4:15pm Monday to Thursday, 8:15am – 3:45pm Friday, 30 min unpaid lunch break daily

JOB PURPOSE:

- To coordinate student admissions, transitions, exclusions and student support processes, ensuring effective provision for students and supporting the school's safeguarding and pastoral systems
- Ensure a rigorous approach towards the commitment to protect and nurture students at Lode Heath School in keeping with agreed child protection, safeguarding, attendance and pastoral care policies.

WORK PERFORMED:

- Liaise with the Headteacher and admissions team to maintain a full roll
- Ensure appropriate and timely arrangements for the admission of all new students (mid-year). This includes managing the handover and recording of safeguarding information, producing accurate records and creating timetables.
- Coordinate all administrative arrangements relating to Year 6 to Year 7 transition, working collaboratively with pastoral and curriculum colleagues
- Liaise with external agencies and update accurate records as required, to ensure the smooth transition of all student leavers
- Co-ordinate all aspects of suspensions and exclusions including preparing and distributing all paperwork, records & tasks adhering to Department for Education requirements.
- Co-ordinate alternative placement safe and well checks and collate and maintain all necessary documentation
- Perform the role of a Deputy Designated Safeguarding Lead & support the DSL in an administrative capacity
- Support the wider Student Support team by responding to messages & calls, writing letters, managing their email accounts & organising meetings
- Lead on detention administration: set detentions, maintain registers and record attendance.
- Attend regular team meetings and briefings, and other relevant meetings and take minutes
- Prepare and collate information and produce reports as required.
- Provide support in the preparation, set up and delivery of whole school events such as: parent consultation evenings and new intake events. This will require flexible working hours on occasion.

OTHER:

- Provide First Aid – this will require relevant training
- To take collective responsibility for positive behaviour and attitudes around school. This includes challenging poor behaviour and attitudes and rewarding positive ones and implementing the school's behaviour and recognition policies
- Any other appropriate and reasonable duties that may be required at the request of the Headteacher and Executive Headteacher

PEOPLE RESPONSIBILITIES:

N/A

SAFEGUARDING RESPONSIBILITIES:

- Perform the role of a Deputy Designated Safeguarding Lead
- The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with, therefore the post holder must ensure an up-to-date knowledge of attendance, safeguarding, behaviour and all pastoral care policies and comply with their implementation

FINANCIAL RESPONSIBILITIES:

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES:

N/A

TRAINING AND DEVELOPMENT:

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT:

- The School operates a 'No-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION:

As an employee of the school, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [Arden Multi Academy Trust - AMAT Policies–Data Protection/GDPR](#)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: Sept 2026