



Faculty/Department Admissions	
Job Title: Trust Admissions Officer/Manager	
Grade: 6	
Post Purpose:	To lead and oversee all admissions activities across the Trust, ensuring full compliance with the School Admissions Code. The role provides strategic leadership, expert guidance, and consistent processes across all schools, working closely with school-based Admissions Officers to deliver a high-quality, efficient, and parent focused admissions experience.
Accountable to: TBC	
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • Lead the development, review, and implementation of the Trust wide Admissions Policy, ensuring alignment with statutory requirements. • Manage the team of school based admissions officers. • Liaise with all relevant stakeholders including Local Authority, parents, school leaders. • Co-ordinate any admissions consultations to determine and publish admissions arrangements for all Trust schools • Provide strategic advice to senior leaders and the Trust Board on admissions legislation, risks, and trends. • Provide advice on Published Admission Numbers (PANs), working with senior leaders to implement changes based on need and capacity. • Provide line management to school-based Admissions Officers to standardise processes, documentation and communications. • Oversee admissions appeals, coordinating independent panels and ensuring compliance with appeal regulations. • Lead the Admissions Network. • Lead on the Trust wide use of the Trust admissions platform to ensure the contract delivers value for money, oversees system performance and supports Trust priorities. • Provide training and ongoing support to school-based Admissions Officers to ensure consistent and effective use of Trust admissions platforms across the Trust. • Provide oversight on appeals and admission criteria for sixth form and primary admissions.
Routine Tasks	<ul style="list-style-type: none"> • Keep up to date with changes to admissions legislation and ensure Trust compliance. • Support events where admissions information is shared (e.g., open evenings, transition events). • Maintain a high standard of accuracy in all documentation and communication. • Undertake ongoing training to enhance knowledge and skills. • Provide support for school-based admissions officers.
General	<ul style="list-style-type: none"> • 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. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.



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- 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.
 - To contribute to whole School and Trust events as and when required.
 - 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.
 - 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.
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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
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Knowledge and experience		
Experience of working in an administrative function	E	A/I
Experience of admissions in a school environment	E	A
Previous experience of working within a school environment	E	A/I
Skills		
Ability to manage 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
Personal attributes		
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.

..... Date

Signature