



JOB DESCRIPTION

Role Title	Department	Reports to
Admissions, Transition and Sixth Form Administrator	Admissions & Transition Sixth Form	Admissions & Transition Manager Deputy Head

PURPOSE

The post holder will support the Admissions and Transition Manager and contribute to the smooth running of the Academy Admissions and Transition department. The postholder will also support the administration of key duties to support the sixth form, predominantly administration support for work-related learning.

The post holder will act as a key contact for parents, senior leadership team members, sixth form mentors and students, Careers Lead, primary schools and external organisations; providing advice and guidance on our admissions procedures and work-related learning.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- Act as a first point of contact for parents (in person, by telephone, email and letter) in respect of the admissions process, ensuring that they are communicated with effectively and in a professional manner.
- Providing administration support in relation to various admissions and transition events.
- Liaise with Milton Keynes Council as required.
- Ensure that all administration and data input in relation to admissions is completed to an exceptionally high standard.
- Support the in-year application process, providing advice and guidance on the Academy policies and procedures.

- Update the waiting list for Watling Academy, keeping in line with our oversubscription criteria.
- Support the Academy new starters and leavers process, liaising with internal key contacts and external agencies when necessary.
- To provide support in the planning of transition days and evenings, developing positive relationships with local primary schools and staff.
- Transfer of CTF data to and from other schools.
- Support with the managed move, home education and fair access processes.
- Support the appeals process, including liaising with the appeals panel and parents, and preparing appeal paperwork.
- Support the Careers Lead with administrative duties.
- Support students and tutors with Unifrog tools and troubleshoot issues.
- Prepare and distribute careers communications to students and families.
- To carry out any other reasonable duties as requested by your line manager or the Headteacher.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION

Qualifications/Education	<ul style="list-style-type: none"> • Grace C and above in GCSE Mathematics and English (or equivalent) (Essential)
Knowledge/Experience	<ul style="list-style-type: none"> • Proficiency in IT and computer software skills (Essential) • Experience of SIMS in a school environment (Desirable) • Previous administrative experience in a school or local authority setting (Desirable) • Experience of the admissions process for schools (Desirable)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Strong administration and organisational skills (Essential) • Able to establish priorities, work independently to tight deadlines and manage conflicting demands under pressure (Essential)

	<ul style="list-style-type: none"> • High levels of accuracy and attention to detail (Essential) • Able to accurately input and review data (Essential) • Ability to work as part of a team (Essential)
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Particular aptitude/Personal skills required	<ul style="list-style-type: none"> • Strong interpersonal and communication skills to nurture effective relationships and understanding across a range of internal and external organisations (Essential) • Ability to be flexible to meet the needs of the Academy, particularly during busy periods and to respond effectively to new situations and queries (Essential) • Able to show initiative, enthusiasm and commitment (Essential)
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