



Admissions & Student Services Officer

Recruitment Information for Candidates

Application Deadline – Midnight 30th August 2026





Dear Applicant,

Thank you for expressing an interest in joining The FitzWimarc Academy Trust.

FitzWimarc School is extremely proud of its excellent reputation, not only within the town of Rayleigh but across the county of Essex. Our traditional values, where a caring, supportive environment is reinforced by high standards of behaviour, allow each and every child to develop a lifelong love of learning

We believe in a balanced curriculum that introduces and develops a wide range of skill areas to ensure stability and flexibility of learning. A high emphasis is placed upon the literacy and numeracy skills that are essential for success, whilst maintaining a wide range of academic, sporting and cultural opportunities. At FitzWimarc, our students can discover and develop talents and interests that they never knew they had.

We have the very highest expectations of both staff and students. Every individual, subject and grade is valued. Your child will have the opportunity to excel in which ever area they choose; the hard-earned grade 4 pass at GCSE is valued just as much as the copious amount of grades 7 and above (or equivalent) that are achieved. This is a school with a passion for learning; our enthusiasm for success intertwines with supporting our students in their role in their local, national and global communities. A modern education at FitzWimarc will prepare young people to be thoughtful and responsible members of society in an ever changing world, ensuring that they are equipped for lasting success.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Admissions & Student Services Officer
Contract Type:	Permanent
Contract Term:	Part time - 37 hours per week – 39 weeks per year (term time + inset)
Salary Range:	Scale 5 Points 10-13 £27,694 - £29,064 FTE (£23,742 - £24,916 actual salary)
Closing Date:	Midnight, 30 th August 2026
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 7 th September 2026

We are seeking a motivated and highly organised individual to join our busy secondary school. This is a key role in managing the full admissions cycle and supporting student services, ensuring a professional, efficient, and compliant experience for students and families.

The successful candidate will work closely with pastoral teams, senior leaders, and external agencies to support student admissions, attendance processes, and alternative provision, contributing to positive outcomes for all learners.

Key Responsibilities

- Lead the full admissions process, including main intake and in-year admissions.
- Manage admissions enquiries and act as a key point of contact.
- Coordinate student induction and transition activities.
- Maintain accurate student records and share key information with relevant parties.
- Support attendance and pastoral processes, including absence requests, alternative provision tracking, and home education cases.
- Administer admissions appeals, maintain policy updates, and liaise with the Local Authority and external providers.

What We're Looking For

- Excellent communication skills
- Strong organisational skills with the ability to manage competing deadlines, particularly during peak admissions periods.
- A proactive, flexible, and professional approach, with a commitment to supporting student wellbeing and inclusion.
- Good IT and numerical skills, with a willingness to learn and develop
- Ability to work independently and as part of a team

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment
- Local Government Pension Scheme



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Grade/Salary	Scale 5 Points 10-13 £27,694 - £29,064 FTE (£23,742 - £24,916 actual salary)
Hours	37 hours per week – 39 weeks per year (term time + inset)
Date Required	ASAP
Closing Date	Midnight, 30 th August 2026
Interview Date	w/c 7 th September 2026
Reporting To	Assistant Headteacher

We are seeking a motivated and highly organised individual to manage the school's admissions processes and provide administrative oversight of student-related services, including parent requests and student movement, ensuring a professional, efficient, and compliant service.

Main Duties

- Manage the full admissions cycle (September intake and in-year admissions).
- Handle all admissions enquiries from parents/carers and ensure processes comply with statutory deadlines and requirements.
- Coordinate new student induction processes and meetings.
- Prepare and distribute welcome packs and registration documentation.
- Liaise with feeder schools and internal teams.
- Process applications and maintain accurate student records.
- Share relevant student data with pastoral, SEN, and academic teams.
- Manage and process student absence requests in line with school policy and communicate outcomes to parents/carers.
- Liaise with Attendance Officer and Pastoral SLT where required.
- Administer parental requests for home education and ensure all statutory processes and documentation are completed.
- Liaise with Local Authority and school staff regarding elected home education cases.
- To operate, update and maintain Alternative Education files / trackers.
- To communicate daily with Alternative Education providers to track student progress and attendance.
- Support Pastoral Senior leaders with home visits and visits to Alternative Educational providers / other schools.
- Maintain and update the Admissions Policy and relevant areas of the website.
- Manage admissions appeals administration.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.



PERSON SPECIFICATION	
Category	Essential
Qualifications	GCSE English and Maths at Grade C / Grade 4 or above
Experience	- Proven administrative experience in a busy environment - Experience of maintaining accurate records and data systems - Experience handling enquiries stakeholders, providing clear and supportive guidance
Skills	- Highly organised with excellent attention to detail - Good IT and numerical skills - Ability to manage workload, prioritise tasks, and meet deadlines - Confident communicator, both written and verbal, with varied stakeholders - Ability to handle confidential information sensitively and professionally. - Ability to understand and follow school policies and procedures
Personal Attributes	- Friendly, professional, and approachable - Discreet, reliable, and trustworthy - Proactive, with the ability to use initiative - Flexible and a strong team player - Calm and able to work effectively in a busy environment - Willing to learn and develop - Resilient and adaptable in a busy, varied role.