



Job Description – King's Academy Ringmer

JOB TITLE:	Admissions and Transition Officer
REPORTING TO:	The Principal
PAY SCALE:	KGA Pay Scale, Band 6 Points 9 to 13
Hours and weeks per year:	22.2 hours per week, TTO

Main Purpose of the Job

- To be support student admissions process for the school including transition of Year 6 students, casual admissions and leavers in accordance with the school admissions policy.
- To liaise with the SIMs and Data Manager to enroll new students on SIMs.
- To arrange prospective parent visits to the school.
- To be responsible for the student returns required by the Local Authority.
- To be responsible for ensuring all school admission packs are kept up-to-date and distributed in liaison with the Principal. Ensuring the admission packs are completed and returned to the school, supporting parents with completing the forms and chasing parents where necessary.
- To manage the procedures relating to student transfers in accordance with school policy. To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines.
- To manage an effective daily liaison with the other staff to ensure all relevant information is entered into Admissions to ensure these systems are up-to-date and correct.
- Cover for the other office staff.
- To provide a comprehensive administrative and organised support service to the School
- Have excellent knowledge of all school office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Other Specific Duties:

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings/development as appropriate.

To make your own contribution to the community life of the School.

Employees will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the School.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: July 2026

Person Specification – King’s Academy Ringmer

Key Skills and Abilities:

- A real passion and enthusiasm for dealing with people.
- Excellent interpersonal, communication and organisational skills.
- An outstanding communicator and able to work at all levels.
- Good analytical and numeracy skills.
- Ability to organise and prioritise work effectively, to plan action in order to meet deadlines and to complete tasks with the minimum of supervision.
- Ability to work effectively and supportively as a member of the School team.
- Ability to act on own initiative, dealing with unexpected problems as they arise.
- The capacity to learn new skills, take initiatives and generate ideas.
- Excellent office productivity system skills, particularly Word and Excel.
- Ability to instigate, review and manage change.

Education and Qualifications:

- Good standard of Education across a range of subjects.
- Evidence of training and development undertaken during current or recent employment and a commitment to continuing personal development.

Experience:

- Administrative Work and Office procedures.
- Experience of using Information Technology.

Personal Attributes:

- Reliability, honesty and a commitment to maintaining confidentiality.
- The ability to establish good working relationships with a wide range of students, staff, parents and Governors.
- An understanding and sympathy for the needs of students across different abilities, age ranges and social backgrounds.
- The ability to handle sensitive matters with discretion and in confidence.
- Ability to take personal responsibility for organising and meeting targets.
- Self-motivated with the ability to enthuse and motivate others.
- Energy and enthusiasm.
- Professional and confident manner.
- Demonstrate responsibility for your own professional development
- A commitment to continuous development and improvement, team working and the highest possible professional standards.
- Ability to work calmly and effectively under pressure.

Date: February 2025