



JOB DESCRIPTION

JOB TITLE	Admissions Administrator
DEPARTMENT	Marketing / Admissions / Events
SECTION	Whole School
LINE MANAGER	Director of Marketing and Admissions

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

This is a supporting role in the Admissions department with potential to grow. The selected candidate will support all elements of the admissions and registration process here at Forest. They will work closely with the Director of Marketing and Admissions and the Admissions Manager and be responsible for whole school and parent liaison where relevant.

The Admissions Administrator will be the main point of contact for the borough of Waltham Forest and surrounding boroughs and will ensure all reports are made correctly. They will support the Pastoral teams and the Director of Marketing and Admissions on leavers, ensuring that processes are followed correctly.

The preferred candidate will be keen to learn and develop in an educational setting. They should have excellent administrative skills and be willing and flexible to take on any task necessary to ensure the success of the department and school.

Experience in admissions is preferred but not necessary. Experience in education is preferred. Knowledge of the independent school sector is useful.

KEY RESPONSIBILITIES:

- Supporting the Senior School Admissions specialist on all elements of Senior School registration administration.
- Supporting the Prep School Admissions specialist on all elements of Prep School registration administration.
- Sending out mass mailings, invitations and communications.
- Liaison with feeder school administrative departments for tours and events.
- Assessment management and care/movement of candidates.
- Diary management and support on the Admissions Calendar.
- Liaison with Snaresbrook Prep and, potentially, other schools in the Forest Group.
- Supporting the Director of Marketing and Admissions with all administration and report.
- General admissions administration.
- Issuing offer letters and general communications.
- Leavers / Notices – working with the Admissions Manager and Director of Admissions to administrate the roll.
- Waltham Forest and other borough reporting processing.
- Scholarships and bursaries coordination and supporting the Warden, Head of Senior School, and Director of Admissions with letters and scheduling.
- Competitive awareness / mystery shopping / analysis and research where relevant.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all

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practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT	
Category	Details
Contract Type	Full-time, permanent
Working Hours	Term time hours: 08:00 - 17:00, Monday – Friday. School holidays: 08:30 – 15:30, Monday – Friday.
Holiday Entitlement	30 days to be taken during the school holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day, all relevant staff InSET days, entrance examinations and Open events (all of which take place on Saturday) as well as some evening events. Please note that time in lieu and additional payment will not be offered for these days.

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