

## JOB DESCRIPTION

<b>Section:</b> Administration	<b>Reports to:</b> SENDCo
<b>Job Title:</b> Admissions Officer	<b>Grade/Salary Range:</b> Bucks Pay Range 4 - 5 £25,216 - £30,175 (Pro rata: £22,549 - £26,983)
<b>Working Pattern:</b> 37 hours per week	<b>Weeks per annum:</b> 41

### PURPOSE OF JOB

**Due to the sensitivity of materials handled in this role, the applicants must have an explicit understanding of the confidentiality requirements of the job.**

- Maintain a centralised admissions process from the point of enquiry through to enrolment and communication and processes related to progression.
- To support the Special Educational Needs and Disabilities Coordinators across Chiltern Way Academy Trust in ensuring that the pupils of the academy are admitted in an efficient and timely manner in accordance with the trust admissions policy.
- To contribute to the efficient and effective organisation of the Academy.
- To market the academy in a positive light by being hospitable and courteous to visitors, staff and pupils and Local Authorities.
- To support the SENDCo in the function of the Academy as its own Admitting Authority.
- To coordinate the adherence of Local Authorities to their duties under the Special Educational Needs Code of Practice.
- To coordinate and produce management datasets which reflect the Academy's position in relation to the needs of its cohort.
- To develop systems of working that reflect the changing priorities of the trust in relation to the needs of the students.
- To assist Senior Leadership Staff in collation of data at strategic points in the academic year.

### MAIN DUTIES AND RESPONSIBILITIES -

#### General

- To undertake any duties of an appropriate nature as may be reasonably required by the SENDCo.

- To maintain student records and coordinate admissions.
- To be familiar with and follow all the school's policies and guidelines on all areas and aspects of school life.

### **Main duties and responsibilities**

- Coordinate and oversee mid-year and phase transfer, admissions ensuring a smooth process.
- Liaise with the Local Authority, SENCO, Heads of Campus, Academy Leadership Team and other relevant external and internal departments to ensure a smooth admissions procedure.
- Ensure that all student files are received and stored appropriately.
- Ensure that all required student data is accurately input onto SIMS.
- Collate and set up transition timetables for incoming students in liaison with the Senior Leadership Team.
- Support arrangements for induction days, transition events and attend any relevant events (these may be outside of your usual working hours).
- Attend any relevant admissions meetings.
- Organise meetings and tours as requested.
- Accurate SIMS entry, storage and reporting of student data as required by the SLT.
- Tracking Admissions files, deadlines and consultation responses.
- Despatch student information packs and, upon receipt, enter admission information on SIMS.
- Assist in the organisation, preparation, running and recording of data for Annual Reviews.
- Full training will be provided.

### **Data**

- Collation of new school year information, ensuring data received and checked and processed correctly.
- Ensure student records are maintained, accurate and kept up to date in collaboration with SEN administration.
- Ensure that data returns are completed accurately and submitted in line with agreed timelines.
- Participate in the school census returns.

### **Support Their Own Personal Development by:**

- Working collaboratively with colleagues.

- Seeking help and advice as appropriate.
- Building on and developing prior specialists' knowledge and experience.
- Undertaking further training as appropriate.
- Seeking to improve practice via observation and discussion with colleagues.

### **Caring and Supporting**

- Act as a positive role model for staff and students alike.
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities.
- Interact appropriately with all members of the school community and its stakeholders.
- Adhere to school policies and practice around safeguarding of students.
- Proactive in maintaining the Academy environment: taking appropriate action where necessary.

### **MAIN DUTIES AND RESPONSIBILITIES - OTHER**

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.***

**Digital Sign Job Holder:**

**Date:**