

## Snowfields Academy

### Job Description

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**Job title:** EHCP Admissions Manager  
**Reports to:** PA to Principal  
**Location:** Snowfields Academy (Bearsted and Cranbrook Colleges)

#### Role & Responsibilities

To manage the student consultation and admissions process, and support senior leaders with the management of tribunals. This would include the administration of all new consultations, review of consultation documents, advice to senior leaders, arranging transition visits and sourcing any other information required. Where a place is to be offered, giving timely responses to the Local Authority. Regular reporting to senior leaders around consultations, admissions and vacancies, liaising with the LA and working closely with SLT advising and supporting them with the decision making process. Where placements are challenged, offer administrative support to the tribunal process.

To oversee the EHCP/ Annual Review process and to assist with the attendance process ensuring our data is accurate, policies and procedures are updated/ implemented and administration support is provided.

#### Admissions

- Manage all on-spec admission enquiries providing parents with the necessary information and arranging tour dates
- Organise and manage tour dates across all colleges
- Attend weekly admission meetings and liaise with SLT regarding available placements.
- Record new admission consultations from Local Authority (LA) and review each application and help inform the decision making process as to whether Snowfields can meet the child's needs.
- Advise SLT of new applications, arrange SLT school visits if necessary and student trial days.
- Liaise with the LA regarding Snowfield's decision and next steps ensuring that we adhere to the LA timescales.
- Ensure the LA sends revised EHCP and these are shared with applicable staff.
- Ensure all documentation is stored and filed securely in line with GDPR requirements.
- Annually review the parent letters, admission forms and other supporting documents
- Following the acceptance of a placement, liaise with LA, SLT and Parents regarding a start date and guide them on how to apply for transport and FSM.
- Liaise with other schools to ensure the CTF files/ Student files and UPN is transferred to Snowfields.
- Manage the enrolment process ensuring the necessary paperwork is completed by parents prior to start date.

- Liaise with SLT regarding tutor group, timetable and ensure all data collected in Admissions + is exported to Bromcom and the student is set up on the system.
- Liaise with Admin and SSM's to ensure a smooth transition process.
- Support with the administration of any First or second Tier SEND Tribunals which the Academy is asked to attend

### **EHCPs/ Annual Reviews**

To work closely with the EHCP Administrators ensuring that correct procedures are followed and all paperwork is up to date and completed in a timely manner. To inform the Leadership Team and Teachers of annual review and EHCP information/updates to procedures as and when required.

- Keep up to date with latest procedures and paperwork for annual reviews, including using information from KELSI, DFE guidance including Code of Practice etc ensuring our paperwork/ procedures are updated accordingly.
- Provide support and training to new Chairs / support staff when required.
- Provide support and advice to parents on procedures/documents when required. Cover EHCP Administrator absence when required.

### **Attendance and Support to SLT**

- To provide support and administration to SLT as and when required
- To oversee Snowfields attendance process ensuring that registers are audited regularly, data is provided to SLT/ attendance meetings and policies and procedures are updated accordingly.
- Working closing with SSMs and LA to assist with positive solutions to attendance issues.
- Assisting with the issuing of attendance letters, certificates and updating our attendance boards.

### **Skills and Experience**

- Previous admissions experience would be advantageous
- Ability to make decisions and work independently
- Possess the necessary skills to advise/ work closely with SLT
- Have an organised approach to the role and be able to suggest/ implement new ideas

### **Professional Development**

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

## Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.