



Job Description ADMISSIONS OFFICER

Reports to: SENCO

Location: West Heath School – Sevenoaks
(Hybrid Working Options available)

Hours: Monday to Friday
37.5 hours per week, 52 weeks

Main Purpose of the role:

- To undertake all aspects of the administration of student enquiries and admissions, from the first point of enquiry through to the point of admission at West Heath School.

Main Duties and Responsibilities:

- To be the key person responsible for pupil admissions in accordance with the LA/school admissions policy.
- To manage the procedures relating to pupil transfers in accordance with school/LA policy.
- To be responsible for managing and maintaining SIMS.net with regard to all pupil records.
- To manage an effective daily liaison with Data Analyst and Curriculum Support (DACs) and the other admin staff to ensure all relevant information is entered into Admissions and to ensure these systems are up-to-date and correct. To be wholly responsible for the admissions process for the school, acting as the school's Admissions Officer.
- To arrange prospective parent visits to the school.
- To liaise with Induction Dept, Heads of School, Residential and HEART, to ensure that incoming pupils are managed effectively.
- To maintain pupil record folders and files.
- Responsible for ensuring all school admission packs are kept up-to-date and distributed when necessary.
- Ensuring School Admission packs, are completed and returned to West Heath School, working with Induction and departments detailed above to support parents to complete the forms in a timely manner.
- Preparation of information and pupil records for forwarding on to appropriate other educational provisions as necessary.
- Responding to all email enquiries and letters that come in.
- Supporting the Principal with school Open Mornings.
- Setting up interview and assessment days for prospective pupils.
- Providing required written correspondence to parents and LAs.
- Offering continuing guidance and support to parents throughout the ongoing process and pursuit to get LA funding.

- Liaise closely with the SENCO and Project & Tribunal Lead to produce documentation and support where appropriate the tribunal process.
- Working closely with Induction by setting up taster days, start days for the induction of students, programmes and graduated transitions.
- Communicating pupil new starters and leavers to all relevant staff.
- Providing the Finance Department with the necessary documentation to set up the billing system.
- Keeping an up-to-date school roll.
- Creating a forecast roll for the weekly Numbers meeting.
- Keeping a record of the Year 11 and Post 16 funding as and when it comes in.
- Accessing and responding to enquiries from CCRAAG, SPROC and other LA portals, communicate any changes in the Admissions process to the Company Secretary/IT Department as appropriate for the updating of the school's website.

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace with regards to the 9 protected characteristics.
- To promote British Values.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Line Manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.

Qualifications and experience required for this role: See - Person Specification



PERSON SPECIFICATION- Admissions Officer

Requirement	Essential	Desirable
Qualifications	Qualified to NVQ Level 3 or equivalent level qualification or a minimum of three years' experience within public service administration.	Knowledge of the school admission process.
Experience	Experience in a front-facing customer focussed administration service. Experience of dealing with difficult customer service issues. Experience of using spreadsheets and word processing packages within the workplace. Practical experience of using a database system.	Experience of accessing IT portals. Knowledge and experience of using the SIMS database.
Knowledge and skills	Excellent IT skills. Ability to demonstrate commitment and contribution to effective teamwork. Ability to interpret and operate policies governing Admissions and Transfers. Ability to act on own initiative. Excellent organisational skills. Ability to prioritise workload and identify problems that may require action by others. Ability to communicate effectively, both verbally and in writing.	Understanding of safeguarding in a specialist setting Understanding of SEMH pupil needs Attachment aware, trauma informed practice
Competence	Excellent telephone manner. Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our pupils, data protection issues and the need for strict confidentiality at all times.	A working knowledge of SIMS and the admissions process.
Personal Qualities	Understand and respect the principles of confidentiality. Possession of excellent interpersonal skills. Sensitive to the needs of the client group. Able to work in a pressurised environment. Ability to work accurately with attention to detail. Commitment to personal development.	
6. Other		

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.