

## Job Description

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**Job title: Central Admissions Officer**

**Reports to: Governance Professional**

**Location: Leigh Academies Trust Head Office**

### Job purpose

- Using systems implemented by the Trust Data Manager/Central Admissions Lead (TDM/CAL), to undertake all administration aspects of admissions within their allocated Academies.

### Accountabilities

#### Admissions

- Set up and maintenance of Admissions+ in accordance with best practice, ensuring the system is ready and available for each phase as needed.
- Ensuring admissions forms are reviewed with CAL to ensure information being captured is relevant and necessary to the student and academy, as well as being compliant with the School Admissions Code.
- Conduct regular audits of the database, in particular checking for any duplicates.
- Liaise with SLT to produce a timeline of events relating to admissions throughout the year and setting them up, as needed, in Admissions+. This will include open days and Post-16 meetings.
- Set up accounts for the appropriate academy staff in Admissions+ and provide them with any necessary training for their role, ie Post-16, how to add meeting notes.
- Ensure communication templates are reviewed regularly and the format/content agreed with both CAL and SLT of the academy.
- Manage waiting lists for In Year Casual Admissions.
- Set up and administer fair ability banding tests, open evenings, taster days and other events as applicable to your academies.
- Liaise with Principal and SLT to make them aware of the tools available within Admissions+ to ensure it is fully utilised throughout the admissions process, eg Sorting Hat.

#### Bromcom

- Work alongside the DM for the academy to ensure data cleanses are carried out prior to importing student data from Admissions+
- Create the appropriate pre-admissions groups.
- Finalise admissions.
- Process leavers per Bromcom instructions, including destinations where appropriate.
- Inform the CAL if there are any academy deadlines that may impact on admissions workload
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the CAL for their consideration.
- Setting up and maintaining any User Defined Fields for use in Admissions+ forms

## General

- Act as the first point of contact for all admissions related enquiries in the allocated academies, referring complex requests or points of issue to the CAL.
- Manage own workload raising issues with CAL
- Become familiar with the School Admissions Code and the School Admissions Appeals Code ensuring all stages of admissions within academies are compliant with these.
- Become familiar with how the LA relevant to your academies handles admissions for each phase.
- Liaise with academy SLT regarding ranking and ensure LA deadlines are met
- Collate appeal documentation and submit to the academy.
- Undertake training and development activities as required
- To travel to other academies providing support where needed as directed by the CAL.
- Liaise with academies and Webdesk to ensure websites are maintained correctly and are displaying the current information and links to Admissions+ forms/events.
- Manage academy admissions inboxes.
- Provide support to other CAOs as needed but also in the event of sickness and holidays.
- Any other duty as required by the line manager (CAL) commensurate with the post.
- Communications with local authority
- Coordinate communication with families during the admissions process
- Enrolling and on-boarding students

## **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.

## Person Specification

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CRITERIA	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Able to work alone as well as part of a team</li> <li>• Able to prioritise effectively, organise own workload, and use initiative.</li> <li>• Excellent ICT skills with good working knowledge of Word, Excel, PowerPoint, and Outlook.</li> <li>• Ability to travel between sites</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Admissions+ (Applicaa) and Bromcom</li> <li>• Familiar with The School Admissions Code and the School Admission Appeals Code</li> <li>• Experience of working with admissions in schools</li> <li>• Familiar with Local Authority admissions processes in any of these LAs - Bexley, Greenwich, KCC, Medway</li> </ul>