



# Admissions Administrator Invicta Grammar School

## 1. INTRODUCTION

### 1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi-Academy Trust on 10 March 2011.

VIAT believes in the benefits of cross-phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be, along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning, securing the very best outcomes for pupils. Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the school's world-class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

### 1.2. OUR VISION

**The Trust Vision is to:**

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with its own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

**The Goals of the Trust are to have individuals who:**

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

### 1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life, and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

## 1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

## 1.5. INVICTA GRAMMAR SCHOOL

Invicta Grammar School is a popular and outstanding 11–18 selective girls' school which welcomes boys into the Sixth Form. With over 1600 students on roll, including nearly 400 in the Sixth Form, our school is widely recognised as a beacon of excellence, innovation and collaboration.

Invicta is committed to the quality of care and education for all students and, through personal development, we prepare our students for the world of work in the modern world. I hope you share our excitement for the range of opportunities on offer and our passion for the Art, Music and Sport as we strive to give our students the best chance to develop confidence, leadership and emotional intelligence.

At Invicta, we seek to develop the skills, talents and interests of all our students as individuals. We have high expectations and high aspirations for all, and our vision is one of academic excellence in a supportive, inspiring and caring environment. Our students love learning and achieve outstanding examination results, making us the best secondary school in Maidstone and a national centre of excellence.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment, we want to meet you.

To learn more about Invicta Grammar School, please visit our website [www.invicta.viat.org.uk](http://www.invicta.viat.org.uk)

To apply, please download a copy of the application form and email it to: [n.fitzgerald@invicta.viat.org.uk](mailto:n.fitzgerald@invicta.viat.org.uk)

2. PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"><li>• Good literacy and numeracy skills, ideally to NVQ level 2, e.g. GCSE grade C+/4+ or beyond.</li></ul>	<ul style="list-style-type: none"><li>• Good general level of education, ideally to level 3 or beyond.</li><li>• A secretarial qualification, ILEX or similar.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Ability to quickly build a rapport with students, parents and staff as well as initiate ways to support young people.</li><li>• The ability to provide emotional support to students, if required.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with children of all ages and ideally those of secondary age.</li><li>• Experience of working in a school or a similar learning environment.</li></ul>

	<ul style="list-style-type: none"> <li>Working effectively as part of a team and under the direction of different staff members.</li> <li>The ability to prioritise your work and frequently multitask</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Effective use of ICT and other specialist equipment/resources, including Microsoft Word, PowerPoint and Excel.</li> <li>Knowledge of how a secondary school functions.</li> <li>Knowledge of relevant and up-to-date safeguarding procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/codes of practice/legislation.</li> <li>Prior knowledge of working with the SIMs data management system.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Be able to adapt your communication style and be able to develop skills to suit the needs of the students, parents and staff that you are supporting.</li> <li>A willingness to work with primary age pupils, as well as those in our secondary setting.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Commitment to safeguard and promote the welfare of children and young people.</li> <li>Able to work supportively as a team member and able to use your own initiative when supporting students independently.</li> </ul>	

Please note that for the successful candidate, relevant training will be given, as appropriate.

<b>3. JOB DESCRIPTION</b>	
<b>Job Title</b>	Admissions Administrator
<b>Grade</b>	VIAT 4 Point 18 £12,707 (actual) pro rata to FTE of £26,210
<b>School / Department</b>	Invicta Grammar School
<b>Base</b>	Invicta Grammar School
<b>Hours</b>	21.5 hours per week, which equates to three full days, 38 weeks per year. The successful applicant would be required to work every Tuesday; however, the other days would be negotiable. Your normal hours would be 8.00am - 4.00pm, however, on the days that a transition workshop is diarised, you would be required to work 9.30am – 5.30pm
<b>Reports to</b>	Senior Administrator and Admissions Officer
<b>Accountable to</b>	Head of School
<b>Closing date for applications</b>	Tuesday, 10 February 2026, however, we would encourage early applications as we reserve the right to interview ahead of the closing date, should an overwhelming response be received.



### 3.1. JOB SUMMARY

The Admissions Administrator plays a key role in ensuring the smooth progression of students as they move from Key Stage Two into Key Stage Three of their school journey. Working closely with the admissions, pastoral, and SEND teams, the Head of Year and Leadership Team, the postholder provides high-quality administrative support and admissions transition from primary to secondary phase.

The postholder will assist in maintaining accurate student records, coordinate communication with parents and external agencies, and ensure the timely organisation of transition events, meetings and documentation.

The successful candidate will be highly organised, proactive and sensitive to the needs of students. They will contribute to creating a supportive, inclusive atmosphere that enables all students to feel known, safe and confident as they settle and thrive within the school community.

### 3.2. KEY WORKING RELATIONSHIPS

- Leadership Group;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

### 3.3. KEY WORKING AREAS

#### **Admission Support**

- Working closely with the Admissions Team, you will help with the planning, booking and effective delivery of Workshops and Transition events.
- Support with the Key Stage Two recruitment events.
- Support with the new entrants' Welcome Events.
- Support the Year 7 pastoral team with the delivery of Year 7 Welcome Month transition events.
- Create transition-related photographs, publicity material and photo stories.
- Maintain transition display boards and materials.
- Liaise with parents and primary colleagues as a point of contact, sending out all communication and responding to queries.
- Liaise with Invicta staff on transition workshops, events and initiatives, and with VIAT staff on collaborative transition initiatives.

#### **Day-to-Day Operation**

- Fulfil wider administrative tasks to support the Administration team, as required.

#### **School Environment**

- Support teaching staff to maintain high-quality displays in their classrooms, corridors and teaching areas.
- Create and maintain high-quality, professional-looking notice boards and displays across the school site.

#### **General Duties**

- Contribute to a positive and supportive school environment reflecting Invicta's values.
- Maintain confidentiality and adhere to safeguarding, equality and data protection policies at all times.
- Undertake relevant training to support the role.

- Carry out any other reasonable duties as directed by the Headteacher to support the effective running of transition events.

### 3.4 SAFEGUARDING

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

### 3.5 EQUALITY AND DIVERSITY

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

### 3.6 STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

<b>Signed</b>		<b>Date</b>	
---------------	--	-------------	--