



Job Pack

**Admissions Officer
Leigh Academy Tonbridge**

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [**Careers Page**](#).

For any questions? Contact us on:

joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression

opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: Admissions Officer

Reports to: Office Manager

Location: Leigh Academy Tonbridge

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role

The Admissions Officer serves as the central hub for managing the entire end-to-end admissions lifecycle across assigned academies, requiring exceptional organisational skills and initiative to ensure smooth student transitions and strict regulatory compliance. This pivotal role involves significant technical stewardship, specifically overseeing the setup, maintenance, and integrity of data within the Admissions+ platform and its seamless migration into the Bromcom MIS.

Acting as the primary point of contact for prospective families, the Officer manages all stakeholder engagement, guiding applicants through the onboarding journey from initial enquiries and academy visits to finalizing essential paperwork for both major transitions and in-year transfers. Furthermore, the position entails strategic collaboration with Senior Leadership Teams and Local Authorities to coordinate annual admission timelines, manage waiting lists and Fair Access Protocols, administer events such as banding tests, and oversee the complete appeals process in adherence to the School Admissions Code.

Key Requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in relevant office applications including MIS and admissions software
- Committed and enthusiastic
- Excellent attendance and time-keeping

Key Responsibilities

Admissions+ (In Application)

- Setup and maintain Admissions+ in accordance with best practice, ensuring the system is ready and available for each phase as needed
- Review admissions forms with the Governance Professional to ensure information being captured is relevant and necessary to the student and academy, in line with the School Admissions Code
- Conduct regular audits of the database, checking for any duplicates

- Liaise with academy SLT to produce a timeline of events relating to admissions throughout the year and set 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 Governance Professional and academy senior leadership team
- Manage waiting lists for In Year Casual Admissions
- Respond to admissions enquiries from parents, and other stakeholders promptly by email, telephone, letter and face to face
- Develop and maintain relationships with prospective parents and students throughout the admissions process
- 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
- Maintain oversight of school transfer information ensuring CTF files are downloaded and uploaded
- Work with the academy school attendance and safeguarding team in instances where CME or EHE referrals are required to be sent to the local authority
- Take enquiries from parents by phone following offer day offering guidance, support and academy visits
- Arrange academy visits for parents and students via the academy admin teams
- Chase parents to accept places offered by phone until all offers have been accepted
- Send out communication during the Year 6 transition period ensuring late offers are enrolled promptly
- Coordinate incoming information of students to ensure a smooth transition when moving schools, transferring data from Applicaa to Bromcom and update CTF

Pre-admission (in year)

- Prepare enrolment forms for parents in Applicaa (print any supporting documents for SLT meeting)
- Arrange parental meeting, including logistics as required by the academy including preparation of paperwork including proof of address and birth certificate
- Share In-Year Admission Meeting template with SLT (include details of KS4 options and agreed start date)
- Student School Report (if added)
- Check to ensure Chromebook form has been signed by parent
- Provide curriculum resources (e.g. free school meal application, MYP Flyer or any other resources as directed by the SLT)
- Send offer letter to parent and copy college admin Add student details to Bromcom
- Make any referrals from in year admissions to the local authority under the Fair Access Protocol criteria
- Provide Principals with information prior to Fair Access Panel meetings e.g. agenda and student information
- Liaise with the SLT after FAP meetings regarding any children allocated to the academy to support their admission and placement

- Complete local authority requests for contextual FAP data e.g. confirm numbers of monitored transfers, PEX students (e.g. in Medway this should be updated ideally the week before each FAP meeting so the LA has current data before placing students)

Ahead of students's first day

- Ensure all paperwork is completed and received
- Work with the academy timetabler to ensure timetable is shared with reception ahead of student's arrival

Student's first day

- Ensure the relevant academy staff has set up parent pay, MCAS and student portal
- Send a new starter email requesting CTF, UPN and ULN, safeguarding information and any other relevant detail plus the paper file from previous school
- Download CTF file

Bromcom

- Work alongside the Data Manager 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 Governance Professional if there are any academy deadlines that may impact on admissions workload
- Make recommendations on school data collection, methods of analysis and collection to improve current systems to the Governance Professional for their consideration
- Set up and maintain any User Defined Fields for use in Admissions+ forms

Open events/fair banding/Appeals hearings

- Set up and administer fair ability banding tests, open evenings, taster days and other events as applicable to your academies
- Attend and support the academy at parent engagement events where required to do so
- Ensure accurate information is published on academy websites relating to appeals process and hearings
- Collate appeal documentation and submit to the academy
- Provide support to academies in terms of appeals hearings, attending where required to do so
- Where the Baker Clause is applicable (The Leigh UTC only), support the SLT in arranging visits to schools to promote their technical offer

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 Governance Professional. The Governance Professional will then escalate if necessary to the Academies Director or the appropriate Trust Executive
- Manage own workload raising issues with Governance Professional
- 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 local authority relevant to your academies handles admissions for each phase
- General: Ensure admissions data is sent to the local authority so they have current PAN numbers
- Liaise with academySLT regarding ranking and ensure local authority deadlines are met
- Undertake training and development activities as required
- To travel to other academies providing support where needed as directed by the Governance Professional
- 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 admissions officers as needed but also in the event of absence
- Any other duty as required by the line manager (Governance Professional) commensurate with the post
- Communications with local authority
- Enrolling and onboarding 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/Academies 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

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Admissions Officer, we would expect candidates to demonstrate:

Qualifications

Essential

- Good standard of general education (e.g., GCSE English and Maths at Grade C/4 or above)
- Evidence of continuing professional development (CPD)

Desirable

- NVQ Level 2 or 3 in Business Administration (or equivalent)
- Relevant IT qualifications (e.g., ECDL or IT-related degree/certifications)
- First Aid qualification (or willingness to undertake training)

Experience

Essential

- Experience of working with admissions in schools

Desirable

- Familiar with Local Authority admissions processes in any of these LAs: Bexley, Greenwich, Medway, and Kent

Skills and Abilities

Essential

- Excellent ICT skills with good working knowledge of Google Workplace, Google Docs, Sheets and Slides
- Strong written and verbal communication skills
- Ability to travel between sites

Desirable

- Working knowledge of Admissions+ (Applicaa) and Bromcom
- Knowledge of The School Admissions Code and the School Admission Appeals Code

Skills and Abilities

Essential

- Able to work alone as well as part of a team
- Able to prioritise effectively, organise own workload, and use initiative
- Excellent organisational and planning skills
- Outstanding accuracy and attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Committed and enthusiastic
- Excellent attendance and time-keeping record

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies](#) page.

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

