



<b>Job title:</b>	Admission Manager
<b>Main purpose of job:</b>	The Admissions Manager is responsible for leading and managing the student admissions process from initial enquiry through enrolment. This role ensures a positive experience for prospective families, supports student recruitment and retention goals, and maintains accurate admissions records and reporting. The Admissions Manager acts as a key ambassador for the school, promoting its values, culture, and educational offering to prospective students and parents.
<b>Position reports to:</b>	Head Teacher and Deputy Heads
<b>Responsible for:</b>	None
<b>Location:</b>	Ripple / Broadstairs
<b>Disclosure level:</b>	Enhanced

### Main Responsibilities and Role

- Manage the full admissions cycle, including enquiries, applications, assessments, interviews, offers, and enrolment.
- Serve as the main point of contact for prospective families and guide them through the admissions process.
- Be the main point of contact for the Local Authorities when sending the School consultations.
- Be able to read and understand EHCPs and associated documents to decide if SEN students' needs may be met.
- Understand the legal requirements for admissions and processes for students with SEN and EHCPs.
- Be able to advise on local authority appeals processes and support with evidence and witness statements for first tier tribunals
- Organise and coordinate school tours, open days, taster days and transition days.
- Ensure admissions procedures are compliant with school policies, any relevant regulations and any group standard operating procedures and KPI's.
- Maintain accurate student records and admissions databases and provide reporting and recording as required by the School and the Group.
- Support the development and implementation of student recruitment strategies and initiatives.
- Build positive relationships with prospective families, feeder schools, and external partners.
- Collaborate with the marketing team to promote the school through digital campaigns, social media, website, publications and events.

- Monitor admissions trends and provide regular reports on enrolment data and targets at a School and group level; and prepare admissions reports and statistics for school leadership.
- Respond promptly and professionally to admissions enquiries.
- Provide clear information regarding curriculum, fees, policies, and school life.
- Ensure an excellent customer experience throughout the admissions journey.
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- Coordinate admissions documentation and ensure confidentiality of student information.
- Assist with forecasting enrolment numbers, capacity planning and budget setting.
- Work closely with academic staff, finance, and administration teams to support student onboarding.
- Train and support admissions staff where applicable.
- Contribute to continuous improvement of admissions processes and systems at a school level and group level.

### **Quality Assurance**

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

### **Communications and Liaison**

- To communicate effectively with colleagues and external contractors as appropriate.
- To communicate effectively with the parents of pupils as appropriate.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, open day etc.

### **Management of Resources**

- To ensure that when purchasing goods and services value for money is always considered prior to purchase.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils

### **School Ethos**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the school's corporate policies.
- To comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.

### **General Duties**

- Carry out any other duties, commensurate with the post, which, from time to time, may be necessary for the good order of the school, as directed by the Headteacher.
- Attend training sessions and meetings as required in School and at Head Office. .
- Seek, consider, and act upon professional support and advice as required.

- To meet deadlines and manage workload effectively
- To model and promote constructive communication culture within the school.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- To expertly handle all confidential information with discretion
- To actively engage in the Performance Management Review process.
- To understand and demonstrate practice of equality and diversity.
- Cover reception during school holidays as required.
- To work in accordance with the school's agreed policies and procedures.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Child Protection and Safeguarding**

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection training required by the school, or any other mandatory training as required.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

**Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.**

### **Signatures**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Signed</b>	<b>Name</b>	<b>Date</b>	<b>Designation</b>
			Admissions Manager
			Headteacher