

Ripplevale School

Admissions Manager - Person Specification

Description	Essential	Desirable	Evidence
Experience	<p>Experience in an admissions, enrolment, or administrative management role</p> <p>Experience working with families, professionals, or external agencies</p> <p>Experience managing sensitive / confidential information</p> <p>Knowledge of EHCP and SEN education</p>	<p>Experience within an SEN school or specialist education setting</p> <p>Experience liaising with Local Authorities</p> <p>Experience using school MIS systems (e.g. Arbor, SIMS, Bromcom)</p> <p>Experience supporting school occupancy planning</p> <p>Experience in marketing and sales</p>	<p>Application Form</p> <p>Interview Process</p> <p>References</p>
Qualifications and / or Training	<p>Driving Licence</p> <p>GCSEs (or equivalent) in English and Maths</p>	<p>Degree or relevant professional qualification</p> <p>Evidence of SEN related training</p> <p>Training in safeguarding, GDPR and relevant Admissions Management training courses</p>	<p>Application Form</p> <p>Any Certificates of Qualification & Training</p>
Special Knowledge & Abilities	<p>Understanding of professional communication standards</p> <p>Knowledge of GDPR and confidentiality requirements</p> <p>Understanding of safeguarding and child protection responsibilities</p> <p>Excellent IT skills</p>	<p>Knowledge of EHCP processes and SEND Code of Practice</p> <p>Understanding of SEN categories and therapeutic provision</p> <p>Knowledge of independent or specialist education sectors</p> <p>Website management</p> <p>Experience of working with children or adults with SEN and/or disabilities</p> <p>Experience of working with / for local authority departments</p>	<p>Application Form</p> <p>Interview Process</p> <p>References</p>



Personal Qualities & Attributes	Ability to build positive relationships with parents/carers and professionals Strong written and verbal communication skills Ability to analyse admissions data and trends High level of attention to detail and accuracy Ability to prioritise workload and meet deadlines	Marketing or stakeholder engagement experience Sales or customer services skills and/or commercial acumen Ability to write business cases or provide analysis and recommendations to inform business planning Willingness to engage in continuous professional development and work without a network of admissions leads to drive admissions practice and learning	References Interview Process
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Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.