

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Admissions, EHCP and Student Data Services Co-Ordinator

REPORTING TO: Data and Information Systems Manager

PRIMARY PLACE OF WORK: Broomhill Bank School (West) site in Tunbridge Wells

SALARY RANGE: Kent Scheme Grade (KSC)

DIRECTED HOURS: 37 hours per week, 40 weeks per year, Monday to Friday

EFFECTIVE DATE OF JOB DESCRIPTION: June 2026

JOB PURPOSE	
	<p>To coordinate and administer all processes relating to admissions, Education, Health and Care Plans (EHCPs), Annual Reviews, transition arrangements, and student record management across Broomhill Bank School.</p> <p>The postholder will ensure that admissions, consultations, EHCP Annual Reviews, and student data processes are managed efficiently, accurately, and in accordance with statutory requirements and Local Authority guidance. They will work closely with school leaders, parents/carers, Local Authorities, and external agencies to support timely admissions, student transitions, and the maintenance of accurate student records.</p> <p>The postholder will work across both school sites as required to fulfil the responsibilities of the role.</p>
MAIN ACCOUNTABILITIES	
EHCP and Annual Review Administration	
1.	Maintain and monitor the Annual Review Tracker, providing updates to Senior Leadership Team members and relevant staff.
2.	Coordinate the Annual Review process, ensuring all reviews are completed within statutory deadlines.
3.	Liaise with Local Authorities, Parents, Form tutors and other relevant staff to arrange annual review meetings.
4.	Prepare and populate Annual Review documentation using approved templates and systems.
5.	Produce, collate and distribute all relevant paperwork for EHCP and Annual Reviews.
6.	Schedule and organise review meetings, including booking venues and sending invitations to all attendees, ensuring all parties have all required information at least two weeks in advance.
7.	Maintain accurate EHCP records and trackers, ensuring student information is current and compliant with statutory requirements.
8.	Work with Form Tutors and relevant staff to ensure provision plans are accurate, reviewed regularly

	and updated as required.
9,	Manage Leaver processes including updating student records and SIMS, recording destination information, liaising with receiving schools, transferring relevant records and documentation securely.
ADMISSIONS	
1.	Manage the admissions process using Applicaa, ensuring all applications are processed accurately and efficiently.
2.	Support parents and carers with the completion of online admissions documentation when required.
3.	Maintain and update Admissions Tracker.
4.	Arrange and coordinate school tours for prospective families.
5.	Process admissions data, including Applicaa status updates, SIMS imports and Department for Education School-to-School (S2S) transfers.
6.	Support the organisation of successful student transition events including setting up meetings/timings in Applicaa.
CONSULTATIONS	
1.	Work closely with Associate Head Teacher to prepare consultation responses using agreed templates.
2.	Ensure consultation responses are completed and returned within required timescales.
3.	Maintain accurate consultation records and keep consultation tracker up to date.
STUDENT DATA AND RECORDS MANAGEMENT	
1.	Maintain accurate and secure student records in both electronic and paper formats.
2.	Ensure student information held within school systems is accurate, current and compliant with data protection requirements.
3.	Support the management, archiving and transfer of student files in accordance with school procedures.
OTHER	
1.	Receive and handle incoming EHCP and Admissions telephone calls and answer switchboard overflow calls and direct enquiries appropriately.
2.	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
3.	Treat all information relating to students, families, staff and school business as strictly confidential and adhere to the school's Data Protection, GDPR.
4.	Raise any issue, concern or grievance relating to this employment directly with the line manager in the first instance.
5.	Any other duties that may reasonable be required by the Head of School or Governors.
6.	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
7.	Review this JD with the line manager annually. Any changes will be made following consultation.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for Children.

Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.