**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Admissions Officer**

Job Title: Admissions Officer

Responsible to: Business Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Admissions Officer forms part of our Business Services team and reports to the Business Manager. The Admissions Officer has responsibility for ensuring the efficient and accurate organisation of all aspects of the school’s admission arrangements and processes for years 7-11 including In Year Casual Admissions.

**Main Responsibilities**

* To lead and manage student admission procedures for both the Year 7 intake and admissions into other year groups up to year 11, maintaining waiting lists and providing progress reports for the Headmaster and SBM.
* To record and register faith applications and advise parents/carers if they do not meet the criteria.
* Implement the published admissions fairly and consistently at all times and work with the Headmaster and Governors to develop the policy in line with local needs and national requirements.
* Assist with the process for appeal hearings.
* Be responsible for the administration of admissions relating to Years 7 to 11.
* To lead and manage the common transfer process for students joining the school in years 7-11 including the transfer of any paperwork from previous school.
* To have a comprehensive knowledge of the school’s admissions process and admissions code including the school’s admissions policy.
* Maintain and update the school’s admission policy.
* Produce reports and statistical data relating to admissions. Monitor data as necessary.
* Conduct school tours for enquirers.
* Be responsible for Data Collection/New Starter forms for new Year 7 students including updating the information on SIMS
* Be responsible for collating and filing all new Year 7 students paper files from Primary schools
* Record admissions data and statistics for the Headmaster’s report, application statistics, primary school trends and review statistics.
* To maintain the school roll.
* To liaise with local authorities regarding admissions and the school’s allocation.
* To manage all aspects of school admission enquiries, liaising with other internal and external sources when required.
* Arrange advertising related to all admissions, attend open evenings and maintain the admissions section of the school website.
* Arrange advertising relative to changes to school policy relating to admissions.
* Maintain the waiting list of in-year applicants.
* Undertake main reception duties, answering routine telephone and face to face enquiries and signing in visitors when cover required.
* Complete a first aid at work training course and administer first aid as and when required.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs (or equivalent) with grade C or above in English and Maths |  |
| **Experience** | * Previous office or administrative experience in a school environment | * Experience of school admissions |
| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school * Knowledge of safeguarding requirements for working with children | * Working knowledge of SIMS * Working knowledge of Kent School Admissions Module (SAM) |
| **Skills** | * Excellent IT skills, intermediate Excel and Word * Good standard of numeracy and literacy * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * A good skill level of checking integrity of data * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player, collaborative worker * Self-motivated * Initiative * Proactive * Ability to contribute greatly to the wider life of the School * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….