



# School Office and Admissions Manager

## 1 year FTC (Maternity Cover)

**Location:** Sevenoaks and Tonbridge

**Start Date:** As soon as possible

**Grade:** Kent Range 7

Full Time, Term Time Only + 3 weeks



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A\*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

The Administration Team provides administrative support for a range of business services including central administration and operations, admissions, events and marketing. We are an extremely hardworking and dedicated team; passionate about supporting teaching and learning and playing our part to help improve student outcomes.

## The Post

<b>Job Title:</b>	School Office and Admissions Manager	<b>Reports to:</b>	Operations Manager
<b>Team:</b>	Administration	<b>Start date:</b>	As soon as possible
<b>Grade:</b>	Kent Range 7	<b>Hours:</b>	37 hours per week Term time, plus 3 weeks

### Purpose

The School Office and Admissions Manager will take responsibility for leading, organising and supervising the Administration Team to deliver a professional, efficient and cost effective administrative and communication service. The ability to multi-task whilst keeping a calm nature and positive outlook will be essential. The post holder will also manage the admissions process for the school across all year groups – providing an effective and efficient service to the school and prospective parents.

### Office Manager Specific Duties:

To provide administrative support to the school. This may include, for example:

- Planning events and training courses.
- Teaching Schools.
- To provide PA support to Senior Leadership Team as required.
- Issuing communications to all stakeholders.
- Lettings.
- Communications and Marketing School.
- First point of contact for enquiries.
- To operate and keep up to date the administrative systems within the school.
- To direct and monitor an effective reception service for the school.
- To manage the preparation of the school annual surveys.
- To provide support to Attendance Officer and cover for her if necessary

### Admissions Officer Specific Duties:

- To lead and manage student admissions procedures for both the Year 7 and Year 12 intake and admissions into other year groups, maintaining waiting lists and providing progress reports for the Head Teacher and local admissions office. Also to assist with the process of independent appeals.
- Undertake all administrative tasks associated with admissions – liaising with the Head Teacher to ensure they are kept appropriately informed of the progress of admissions applications.

- To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies, referring more complex enquiries to the Head Teacher.
- To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
- To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure.
- To meet prospective parents and organise school tours.
- To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.
- Management of the common transfer process at Year 7 liaising with KCC and the national website to electronically transfer student data between schools.
- Management of the common transfer process for students joining and leaving the school in all year groups, including the transfer of any paperwork to the new school / from previous school.
- To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers.
- Support with annual Census submissions.
- Providing Admission reports as and when required.
- To support the Head Teacher and COO in preparing for open evenings / new parent meetings.
- To assist the Head Teacher and COO in preparing information packs / prospectus.
- To collate admissions data producing routine reports and prepare statistical returns regarding admissions.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To act as one of the Fire Warden Team.
- Occasionally support with cover or attendance requirements.

#### Personal Development:

- Undertake appropriate and regular training to maintain his / her knowledge base.
- Attend briefings and performance monitoring meetings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation.

### About You (Person Specification)

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Educated to at least GCSE Grade C standard or equivalent in English or Maths	✓	
Experience of working in busy, sometimes pressurised, office environment	✓	
Experience of managing and maintaining accurate records and filing systems	✓	
Further education qualification/s in relevant field		✓
Experience of working in a school or similar establishment in the role of an Office Manager or in an admissions role		✓
<b>Skills &amp; Knowledge</b>		

Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to organise tasks with minimum supervision	✓	
Ability to deal with unexpected / difficult situations	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Excellent IT skills with clear working knowledge of Word, Excel and PowerPoint, databases and internet systems	✓	
Knowledge and understanding of Safer Recruitment requirements in schools		✓
Operating and monitoring budgets, and providing required reports		✓
Knowledge/experience with SIMS		✓
Knowledge of School admissions process		✓
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 7: £23,033 - £26,075 per annum

*Actual salary for 37 hours per week, 42 weeks per year: £21,335.47 - £24,153.27 per annum*

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Monday 8 November, 9am\*

Interview day: To be confirmed

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Board of Trustees 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.*

