



Job Description

Job title: Administrator
Reports to: Office Manager
Location: The Leigh Academy

Job Summary: To coordinate the full admissions process for The Leigh Academy in an efficient and proactive manner.

Main Duties

- Operate as the lead contact (including phone, email, letter and in person) for parents seeking admission to the school, explaining and assisting with admissions processes and procedures
- Process external applications to all Year 6/7 – Year 11/12 year groups, liaising with the appropriate members of the academy leadership team
- Organise and oversee the Fair Banding Assessment process for new Year 7 applicants
- Maintain waiting lists and pursue applicants when places become available
- Liaise with the Inclusion Team regarding applicants who have an Education and Health Care Plan (EHCP)/special educational needs/English as an Additional Language/referred through the Kent Fair Access Panel
- Liaise with relevant staff to ensure that on-roll and off roll dates are clear and student details are added and removed correctly to the school Management Information System to ensure that records are correct at all times
- Provide additional admin support, where necessary, at the discretion of the Office Manager

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.