Job Description and Person Specification

Admissions Manager (Full-time)

Start date: As soon as possible
Application Deadline: Monday 16th November at 9am

Job context:
Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. We have over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To be responsible for all administration surrounding pupil admissions to the school, ensuring that the Governing Body's Admissions Policy is fairly and effectively applied to all applications.
- To be responsible for maintaining and updating accurate pupil records.
- To support with the preparation and co-ordination of new pupil related events.
- To provide general advice and guidance to staff, pupils, students and parents regarding admissions.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to: Deputy Headteacher

Key Tasks and Accountabilities

Admissions

- To provide a full administrative service for the admission of pupils to Year 7 and students to the Sixth Form each year.
- To co-ordinate arrangements for the admission of pupils/students mid-year to all year groups.
- To liaise with the Local Authority, Governing Body, primary schools and school staff as necessary concerning all aspects of admissions.
- To attend independent Admission Appeal Hearings with the Headteacher as required.
- To maintain accurate data on the school's management information system (Arbor) and admissions system (Applicaa), updating when required.
- To provide support for the Headteacher on all aspects of the admissions process, including liaison with the Governing Body.
- To support with the preparation and co-ordination of new pupil related events such as open days/evenings, induction days and uniform fittings.
- Regularly review forms/templates to ensure information is up to date.

Training

- To undertake any training courses or in-house training relevant to the post.

General

- To dress appropriately and in accordance with the school support staff dress code.
- To help maintain a good working atmosphere where work is completed correctly and promptly.

Person Specification

Criteria	Essential	Desirable
Education	• Educated to GCSE level. • Excellent literacy and numeracy skills.	• Qualification in administration, business management, data management or a related field. • Admissions, customer service or project management qualification.
Experience	• Experience working in an administrative role within a busy environment. • Experience maintaining accurate databases and records. • Experience communicating effectively with a wide range of stakeholders. • Experience handling confidential and sensitive information. • Experience using Microsoft Office applications, particularly Excel.	• Experience of working in the education sector. • Experience of working in a multi-cultural environment. • Experience of managing pupil admissions. • Experience using Applicaa, Arbor or another Management Information System (MIS). • Experience producing reports and analysing data. • Experience organising events or activities involving external stakeholders. • Experience supervising or coordinating the work of others.
Knowledge, Skills and Abilities	• Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile. • Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation. • Ability to implement administrative systems and procedures. • Computer literacy with in using Microsoft Office Suite (particularly including Excel), e-mail and internet. • Commitment to the use of IT for administration purposes. • Ability to interpret and present data clearly.	• Ability to organise and prioritise work commitments. • Knowledge of the School Admissions Code and relevant admissions legislation. • Knowledge of Applicaa, Arbor or other school MIS systems. • Knowledge of school census and pupil data requirements. • Understanding of the secondary school admissions process. • Knowledge of GDPR and information governance requirements.

	• Ability to respond appropriately to a range of people, including pupils, school staff, parents, and representatives of other agencies. • Understanding of the importance of safeguarding and data protection. • Ability to deal with sensitive information in a confidential manner.	
Personal Qualities	• Committed to setting and maintaining high standards and supporting an inclusive educational environment for all students. • Excellent interpersonal, listening and communication skills, with the ability to build effective relationships with students, parents, staff, governors and external partners. • Able to show initiative, solve problems effectively and manage competing priorities. • Flexible in working practice and able to respond positively to changing circumstances and deadlines. • Well organised, with a high level of attention to detail. • Committed to continuous professional development and the enhancement of skills and knowledge. • Committed to safeguarding and promoting the welfare of children, supporting the school's ethos, values and wider community.	• Committed, practising Christian. • Awareness and appreciation of the Anglican tradition. • Willingness to participate in occasional evening admissions events.

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