



Candidate Recruitment Pack

Admissions Officer and Admin Team Leader

Required As Soon As Possible



MESSAGE FROM THE CEO AND HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle
CEO of the
Achieve and Learn Trust

Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan
Headteacher

ROLE OVERVIEW

Admissions Officer and Admin Team Leader

CONTRACT TERM:

Permanent / Full Time / Term Time plus 2 weeks

HOURS:

36.25 hours per week.

PAY SCALE:

NJC Band 5 Points 19 - 22
(Actual Salary £28,283 – £29,729)
Pay award pending.

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

21 April 2026 at 12:00 midday.

INTERVIEW DATE:

w/c 27 April 2026

We are looking to appoint an enthusiastic, highly professional and highly motivated person to join our Administration Team, in order to provide excellent admin support to teachers, staff and parents/carers.

Working closely with the SLT Admissions Lead, the Admissions Officer and Admin Team Leader will be responsible for the efficient coordination of the entire admissions process, from initial contact to enrolment for Years 7-11. As an over-subscribed Trafford school, this is a busy role which also includes the administration of in-year and Year 7 appeals.

The post-holder is responsible for all first point of contact communication with prospective families prior to joining the school, so the ability to encourage and nurture strong relationships is a must.

In addition, the post-holder is responsible for ensuring the daily administration of the school admin team including the management of the relevant staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They will assist with the planning and development of support services.

As Team Leader you will be a member of Academy Leadership Team responsible for representing the Administration Team in meetings with the Headteacher and other team leaders in the school.

The postholder will be required to work outside of school hours for a small number of admissions related school events (e.g. Open Evening, Year 7 New Parent/Carer Welcome Evening).

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

Job title: Admissions Officer and Admin Team Leader

Job Purpose: To provide high quality administrative and organisational support for school admissions for Year 7-11 throughout the academic year and line manage members of the admin team, including reception, attendance and reprographics.

Accountable to: School Business Manager

Scale: Band 5 Points 19-22

Achieve & Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and Responsibilities:

Working closely with the SLT Admissions Lead, the Admissions Officer and Admin Team Leader will be responsible for the efficient coordination of the entire admissions process, from initial contact to enrolment.

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Core Duties include:

Admissions

1. Administer all aspects of admissions and enrolment relating to the admission of students to Altrincham College.
2. Act as a key point of contact for queries made in person, by telephone, email or letter from prospective families, from initial enquiry through to enrolment.
3. To provide an approachable and welcoming response service to enquiries concerning student admissions; maintaining accurate and relevant data on all enquiries and registrations, responding to families in a timely manner.
4. Prepare and maintain an annual calendar of admissions events and deadlines.

5. Accurately record and monitor all potential changes to the school roll, including leavers, joiners and changes to pupil status. Send relevant forms to the LA/CME/EHE on removal of students.
6. Draft offer letters and maintain records of acceptance and rejections.
7. Liaise with the school's SENDCo regarding applicants with learning needs.
8. Liaise with key staff on the Year 7 transition arrangements and provide support with transition events.
9. Assist with induction days, new Year 7 Parents/Carer Welcome Evening and provide all relevant advice to new parents.
10. Be the main point of contact for the LA on all admission enquiries.
11. Work closely with relevant staff on the administration of all Open Evening events. Maintain extensive and up-to-date information available on all aspects of the school, including printed matter. Prepare welcome information packs for new students, both in-year and new Y7 students.
12. In liaison with relevant staff, assist with the annual round of school photographs for Year 7 and Year 10 students, and in year transfers.
13. Keep abreast of demographic trends and current pupil catchment areas (postcodes) etc.
14. Along with the SLT Admissions Lead, review all in year transfer applications, checking their eligibility, proof of residency etc, and place them at an appropriate place on the waiting list for the relevant year group.
15. Review the waiting list on an annual basis, contacting families to confirm their requirement to remain on the waiting list or otherwise.
16. In the event of an admissions appeal being lodged, prepare all relevant paperwork, communicate with families and set up an appeals panel all within the relevant legal framework as laid out in the Admissions Code of Practice.
17. Maintain an up-to-date list of available persons to hear appeals, including the Chair.
18. Ensure that the Admissions section of the school website is regularly checked and updated in line with changes to policy and legislation.

Team Leader

1. To line manage all staff within the admin team.
2. Maintain an overview of the systems and office procedures in place, allocating and monitoring administrative duties to ensure the teams provide a fully comprehensive, effective, flexible and high-quality support service to school.
3. Contribute towards the planning, development and organisation of the support service systems, procedures, and policies.
4. Encourage a warm and friendly service-orientated, 'can do', approach and a culture of support within the admin team, ensuring that collaborative relationships are formed within the team and the wider school community.
5. Coach and support all members of the team where necessary and set annual performance reviews with each member of staff. Agree SMART targets each year which are relevant to each role and meet the needs of the school as a whole.
6. Regularly review the duties of all members of the team to ensure that an efficient and effective service is provided to the school.
7. Identify staff training needs and arrange accordingly.
8. Overseeing and delegating accordingly, any whole school admin projects.
9. Deal proactively with all incoming and outgoing correspondence. Quality assure all communication sent by the admin team.
10. Contribute to the smooth running of the of the admin team, including providing necessary cover for colleagues as required. Provide administrative support to the Headteacher, Head of School and SLT where required.
11. Ensure that the school reception and office areas are always tidy and presentable and provide for a pleasant and welcoming environment. Supporting the receptionist with any students, staff or parents/carers who might need support.
12. Monitor parental engagement, particularly via the school communication management information system and report any concerns to the School Business Manager or Headteacher/Head of School.
13. Provide administrative support for Parent/Carer consultation evenings in Years 7-11.
14. Manage the use of ParentPay including the uploading of payment items and related correspondence with parents/carers. Manage orders using the school's financial system.
15. Manage office expenditure and ensure the correct use of resources.

16. Be the main point of contact with our uniform suppliers, monitoring the service provided and communicating any concerns or changes which may need to be made.
17. Act as the first point of contact for the school bus services (provided by TfGM), communicating with staff and parents/carers regarding any service issues and requesting changes to services, in conjunction with the Headteacher.
18. In collaboration with the Headteacher, provide support with updating the school website.
19. Assist the Headteacher's PA with the organisation of events, such as Open Evening, Presentation Evenings etc. to ensure they run smoothly and efficiently.
20. Have an overview of the school calendar and work proactively to ensure office support in place for forthcoming events.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

PERSON SPECIFICATION

JOB TITLE: Admissions Officer and Admin Team Leader

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
<ul style="list-style-type: none">• GCSE grade C or above in English and Maths (or equivalent).• High level of literacy (both written and spoken communication).• Recognised supervisory or administrative qualification at NVQ3 level, or above or the equivalent gained through experience.	<ul style="list-style-type: none">• A/C/I• A/I/E• A/I
2. Experience	
<ul style="list-style-type: none">• Two years' experience, or more, in a similar administrative role.• Evidence of 1-2 years' experience in a supervisory position.• Proven ability to work independently and as part of a team.• Working knowledge of databases and MS Office.	<ul style="list-style-type: none">• A/I• A/I• A/I
3. Knowledge	
<ul style="list-style-type: none">• Proven knowledge of administrative procedures, including relevant ICT systems.• Excellent mathematical skills, attention to detail, with an ability to spot numerical errors.• Knowledge and expertise of working with SIMS or similar management information systems.• Ability to monitor processes and procedures and regularly review procedures with support from the School Business Manager.	<ul style="list-style-type: none">• A/I• A/I• A/I• A/I
4. Skills & Abilities	
<ul style="list-style-type: none">• High level interpersonal and written communication skills, including a good command of grammar, spelling and punctuation.	<ul style="list-style-type: none">• A/I

<ul style="list-style-type: none"> • Full understanding of the need to maintain confidentiality within school and in both written and verbal communications. • Excellent IT skills, including full knowledge of MS Office. • Proven outstanding administration skills. • Demonstrable organisational, problem-solving, and time-management skills. • Excellent attention to detail. • Proven ability to work calmly under pressure and multi-task, managing priorities in a changing environment. • Ability to exercise tact and discretion. 	<ul style="list-style-type: none"> • A/I • A/I/E • A/I/E • A/I • A/I • A/I • A/I
<p>5. Other</p>	
<ul style="list-style-type: none"> • Smart, professional appearance. • Boundless energy and vision; resilience and ‘can do’ approach. • Positive and proactive approach to continuous improvement. • Excellent attendance and punctuality. • Capacity to work outside of school hours for admissions related school events (Open Evening, Year 7 New Parent/Carer Welcome Evening) 	<ul style="list-style-type: none"> • I • A/I • A/I • A/I • A/I
<p>6. Desirable</p>	
<ul style="list-style-type: none"> • Working knowledge of school administration and admissions structure and policies. • Experience of working in a school environment, including familiarity with SIMS. • Experience/working knowledge of school admissions and appeals. 	<ul style="list-style-type: none"> • A/I • A/I • A/I

*** Method of Assessment:**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

Note:

This job description may be amended at any time in consultation with the postholder.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **12:00 midday on Tuesday 21 April 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		“You Said We Did” staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com