

Admissions Officer and Administrator

Bristol Cathedral Choir School



Job Description

Job Title: Admissions Officer and Administrator

Reporting To: Assistant Head: Business & Operations

Salary: S17-S21 (£25,018 to £27,732)

Working Pattern: Full Time, all year round (1 FTE).

We will consider Term Time contracts with additional holiday working weeks, for the right candidate; an element of working from home will also be considered.

Hours of Work: 37.5 hours per week, 8am to 4pm

Holiday pattern: To be agreed, avoiding key admissions dates

Start Date: As soon as possible

Purpose of the role

Our Operations Team plays a crucial role in enabling our teaching and pastoral staff to provide the best outcomes for our students. Positively supporting our colleagues, students and their families will be at the heart of your role.

BCCS is one of the most oversubscribed schools in Bristol, with places highly sought after. As the admissions administrator, you will often act as the first contact that families and prospective students have with BCCS. You will be responsible for managing our admissions process with a high level of accuracy, ensuring strict adherence to our admissions criteria. You will interact directly with a large number of families in a professional and helpful manner, communicating clearly to properly manage expectations.

You will have a proactive interest in helping develop the way we work in our operations area, ensuring our processes embody the core values of the school. As part of this continual improvement, your role may evolve over time.

Across our operational support team we have varying peaks of work throughout the year and aim to be collectively flexible according to demand, adapting to help each other during busy times rather than working as individuals. Although predominantly working on Admissions and Administration, a willingness to reciprocally learn skills outside of your immediate role to support your colleagues is essential.

Whilst previous schools admission experience is beneficial, full training will be provided to candidates. We particularly encourage applications from under-represented groups, as we seek to ensure our staff body reflects the diversity of our student population.

Details of the role

Our mission at Bristol Cathedral Choir School is to harness the power of our community, so that we all learn, grow and develop into the best versions of ourselves. This is because at BCCS we are: Gathered together, that all may thrive. We do this by living out our three core values in all that we say and do. These are: Kindness, Courage and Hope.

The school is one of the most oversubscribed in Bristol, with a substantial number of in-year applications (all year groups are currently full). Managing the admissions process is a busy role, the process having an annual calendar or events in line with national and local authority deadlines.

The postholder will::

- Coordinate all pupil admission applications, including bulk admissions for Y7, Y12 and in-year waiting list applications;
- Respond to all admissions enquiries, providing advice when necessary to prospective parents;
- Act as liaison between Bristol City Council admissions team, Democratic Services appeals team, the school and the Trust;
- Plan and organise all of the school's admissions events and processes;
- Manage the appeals process and, in time, attend waiting list appeals, representing the school on behalf of the Head Teacher;
- Work as part of the office team to provide efficient and timely administrative, clerical and first aid support for CPS, its staff, parents, pupils.

We believe that education has the power to change lives and communities. We constantly strive to improve our practice, so that every student is empowered to realise their full potential academically, pastorally, in their sense of self and their own agency.

Every administration post at Bristol Cathedral Choir School (BCCS) must also embrace the following:

BCCS Core Responsibilities:

- Work collaboratively within the operational and wider school community to ensure that our administrative processes meet the needs of our staff, students and families, and demonstrate our core values
- Engage fully in our culture of continual professional development and coaching, in which we encourage and challenge each other to be the best we can be
- Show genuine care and respect for our young people and for everyone who makes up the community at BCCS
- Be mindful of your own wellbeing and that of your colleagues
- Work to a high level of administrative accuracy
- Engage in a culture of cross skilling and task support with operational colleagues, to enable us to meet demands flexibly as a team
- Manage your time and priorities to ensure that key deadlines are met, being unafraid to escalate to the Assistant Head: Business and Operations early if these are at risk
- Proactively and constructively raise improvement ideas, and support improvement initiatives
- Be a professional presence around the school site. Follow, support and model the implementation of the school's behaviour policy
- Be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth
- Promote, understand and value the intentional development of student agency, both for themselves and our community
- Care for our environments, supporting the collective efforts to create effective and stimulating spaces for learning
- Become a subject expert in your area of responsibility, someone who can be relied upon for professional guidance

BCCS Specific Responsibilities (Admissions):

General:

- Maintain an understanding of the school's admission arrangements and process of application in line with the School Admissions Code;
- Respond to all enquiries (telephone, email and in person), providing advice when necessary to prospective parents and students and in liaison with Bristol City Council's admissions team and Democratic Services Appeals Team;
- Update the BCCS website and key documents, ensuring up-to-date information on admission arrangements, FAQs etc.

Events:

- Plan, organise and facilitate Open Events for both prospective Year 7 and Sixth Form students;
- Plan, organise and administer music aptitude tests;
- Assist with the organisation of induction events for Year 6 students and taster day/induction events for Year 11 pupils.

Year 7 Admission process:

- Administer the coordinated admission process, including liaising with Bristol City Council and using the local authority Establishment Portal;
- Administer data collection and SIMS integration via Applicaa (Admissions+ platform).

In Year Admission Process:

- Manage in-year applications in line with the published admission arrangements; processing applications, and responding to queries.

Appeals - Bulk Year 7 and In Year:

- Understanding the appeal process in line with the School Admissions Code and School Admissions Appeals Code;
- Administer the appeal process including preparation of paperwork and provide advice to parents;

-
- In time (depending on experience), attend local authority appeals and represent the school on behalf of the Head Teacher.

Sixth Form Admissions process for Internal and External candidates:

- Administer the application process via the Applicaa (Admissions + platform);
- Assist with enrolling students on GCSE results day;
- Administer the appeal process including preparation of paperwork and give advice to parents.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.