



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## **Admissions Officer**

## **Candidate Information Pack**



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<b>Title of Post:</b>	<b>Admissions Officer</b>
<b>Salary:</b>	SCP 19-22 £30,078-£31,450
<b>Commencement:</b>	1 <sup>st</sup> September 2026
<b>Contract:</b>	38 weeks term time (including INSET days), 36 hours per week. An additional six days at weekends for admissions testing in June/July and September and two days in late August for Sixth Form enrolment which will be taken as Time off-in lieu
<b>Notice Period:</b>	3 months
<b>Purpose:</b>	To oversee the smooth running of application processes for secondary Transfer to Year 7, in year applications, Post-16 applications and appeals.
<b>Responsible for:</b>	Sixth Form Admissions Support Officer
<b>Reporting to:</b>	SLT Lead

An Admissions Officer is sought for Monday to Friday during term-time (including INSET days) and an additional six days to manage weekend testing days during weekends in June/July and September (This may vary by application demand) and two days for 6<sup>th</sup> form enrolment in the final week of August.

## **RESPONSIBILITIES:**

- Process applications to the School for Secondary transfer. There are typically approximately 1000 of these.
- Process applications to the School for Post-16 transfer
- Liaise with the Local Authority (LA) to provide accurate lists of applicants under the School's admission criteria in order of eligibility.
- Liaise with other schools' Admissions Officers
- Respond to enquiries from the parents of prospective applicants both in writing and in person.
- Manage all enquiries for places in Years 8 – 13 and those for Year 7 after Secondary Transfer, which collectively are termed In Year Admissions.
- Liaise with the Appeals Service for the Secondary Transfer Appeals and the In Year Admission Appeals and prepare all supporting documentation.
- Liaise with the Office of the Schools' Adjudicator and the Schools' Ombudsman as necessary under the direction of the SLT lead and keep up to date with any direction to admission authorities from these statutory bodies.
- Maintain an up-to-date and accurate database of applicants for whom the School has received "offer accepted" status from the LA. Provide half termly reports to Governors with updates.
- Liaise with SLT, Heads of Year and Attendance Officer regarding leavers, joiners, managed moves and In Year Fair Access placements



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- Liaise with LA with respect to the publication and dissemination of the School's admission arrangements and:
  - ensure that the School complies with statutory requirements in these respects;
  - make any amendments to the explanatory notes; and
  - from time to time review the School's admission arrangements as required by and in accordance with statutory law.
  - update the admissions policy and go to consultation if required
- Attend the School's Open Evening (usually in mid-September) and the Admission Test days (usually Weekends in early September) and the Music and Dance Aptitude Assessment tests (typically weekends in late June/Early July) and Reserve Test Day or Additional Test Day as required.
- Undertake all clerical duties associated with the Admissions Tests (academic, dance and music)
- Maintain a continuing interest list for both Secondary Transfer and In Year applicants in line with the School's policy.
- Maintain clear records and undertake regular archiving of those records.
- Ensure that the admissions page on the website is correct and amend as necessary.
- A typical annual work flow calendar is included with this pack

## **Hours of Work:**

This post is very busy at certain times of the year and less so at others. However, given the nature of the work there will be some flexibility across the year.

The post holder must be available for the contracted hours including

- Two days in late August for Sixth Form enrolment.
- Six weekend days for assessment tests (subject to variation dependent on number of applicants)
- The Admissions Officer's TOIL will be taken during term time; dates must be pre-arranged in advance with their SLT Lead.
- The Admissions Officer must expect that the weeks following the Open Evening in September will be very busy.

## **We can offer you:**

- Excellent CPD opportunities
- A professional working environment where teamwork is highly valued
- A partially selective school with a focus on academic achievement
- Admission criteria where preference is given to staffs' children
- A hugely talented, happy and cohesive support staff
- An outstanding wellbeing programme offering:
  - Flu jabs
  - Employee Assistance Programme
  - Gymflex – subsidised gym membership

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It may be added to at the discretion of the Headteacher.

The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

An enhanced DBS check will be required for this post.

Admissions Officer



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We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## PERSON SPECIFICATION - ADMISSIONS OFFICER

Training, Experience and Qualifications	Essential	Desirable
Good Literacy and numeracy – GCSE Mathematics and English or Equivalent	✓	
Excellent word processing skills and database	✓	
Experience of working in a school		✓
<b>Aptitudes</b>		
Good organisational and time-management and skills	✓	
Good written and oral communication skills, with ability to deal calmly, sensitively and occasionally firmly with parents on the telephone and in person	✓	
Accuracy and an eye for detail	✓	
Able to quickly establish positive working relationships with a wide range of people from within and outside of school	✓	
Ability to work with complete discretion and confidentiality	✓	
Positive outlook and ability to work under pressure	✓	
<b>Values</b>		
High work standards and accuracy, pride in a job well done	✓	
Interest in the education of young people	✓	
<b>Safeguarding and Welfare</b>		
The ability to maintain appropriate relationships with all members of the school community	✓	
Work with a genuine commitment to equal opportunities	✓	

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post

### Equalities

Mill Hill County High School is an Equal Opportunities Employer. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.

### Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

We envisage the 6th Form Admissions Support Officer role to be a bolt on responsibility to an existing administrative post-holder.

If you would like an informal conversation about this post or would like to visit the school please email your request to Amanda Leonard, the headteacher's PA, at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

**Closing Date: 9am, Friday 10<sup>th</sup> July 2026**



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## Overview of Admissions Year

Month	Key Events/Task
Year Round	<ul style="list-style-type: none"> <li>• Ensure vacant places are filled year-round and most importantly prior to census.</li> <li>• Deal with all admissions enquiries.</li> <li>• Update website with admissions data and policies.</li> <li>• Manage in-year appeals.</li> <li>• Liaise with LA.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Run weekend Technological Aptitude Test and any required mop up tests.</li> <li>• Attend Open Evening.</li> <li>• Compile Admissions Policy for the following year and arrange Governing body approval or go to public consultation if required.</li> <li>• Ensure Head of Sixth Form and librarians are aware of students who have not paid their book deposits until they have all been received.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Communicate Technological Aptitude Test results by advertised deadline.</li> <li>• Ensure that Sixth Form Prospectus is ready to go online for the Sixth Form Open Evening.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Rank secondary transfer applications in accordance with the School's Admissions Policy.</li> <li>• Update online application form for Sixth Form and online registration form for aptitude tests registrations in liaison with the software company.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Update all paperwork in time for new intake.</li> <li>• Process Sixth Form applications (December – January)</li> <li>• Request predicted grades for new Sixth Form applicants from their present schools.</li> <li>• Send Sixth Form applicants a reminder about application deadline.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Submit final secondary transfer application rankings.</li> <li>• Ensure the schools prejudice case for appeals is compiled in time for appeals.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Inform LA of new Admissions Policy and publish on website.</li> <li>• In Liaison with the Deputy Head (Pastoral) organise new parents' pack and communication timetable for new year 7 cohort.</li> <li>• Organise and attend Sixth Form consultations. (New applicant consultations are held on a Saturday).</li> </ul>



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March	<ul style="list-style-type: none"> <li>• National Offer Day – Inform parents of the outcome of their secondary transfer application.</li> <li>• Email local primary schools with registration procedures and dates.</li> <li>• Process second round offers.</li> <li>• Send Headteacher’s welcome letter to new parents who have accepted their places.</li> <li>• Go live with online registrations and send reminders to parents yet to complete their musical aptitude tests registrations.</li> <li>• Inform Sixth Form applicants of application outcomes.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Send Essential Information Form to new parents.</li> <li>• Process registrations and organise Technological Aptitude tests, Musical Aptitude tests and Dance Aptitude tests (April - May).</li> </ul>
May	<ul style="list-style-type: none"> <li>• Send aptitude test invitations to eligible applicants.</li> <li>• Address late submissions requests for aptitude tests from parents.</li> <li>• Prepare and submit secondary transfer appeal paperwork, including the school's prejudice case.</li> <li>• Request academic and pastoral information from primary schools for year 7 September starters.</li> <li>• Share Music Department information with incoming Year 7 students.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Run Musical and Dance Aptitude Tests with Heads of Department. (Weekends)</li> <li>• Staff Technological Aptitude Test Day(s) including Sixth form helpers.</li> <li>• Communicate bridging work to requirement to new Sixth Form students.</li> <li>• Organise first draft of new Year 7 form groups.</li> <li>• Post ParentPay letters to new Year 7 families.</li> <li>• Begin Sixth Form Book Deposit refund process.</li> <li>• Coordinate the update of the Sixth Form Prospectus for the next academic year.</li> </ul>
July	<ul style="list-style-type: none"> <li>• New Year 7 Induction Morning – send form group information to parents.</li> <li>• New Year 7 Parent Evening – communicate appointment times.</li> <li>• Send Musical Aptitude Test and Dance Aptitude Test results.</li> <li>• Print Technological Aptitude Test score sheets and collate for test day.</li> <li>• Prepare for Sixth Form Enrolment</li> </ul>
August	<ul style="list-style-type: none"> <li>• Attend Sixth Form Enrolment (GCSE results day)</li> </ul>