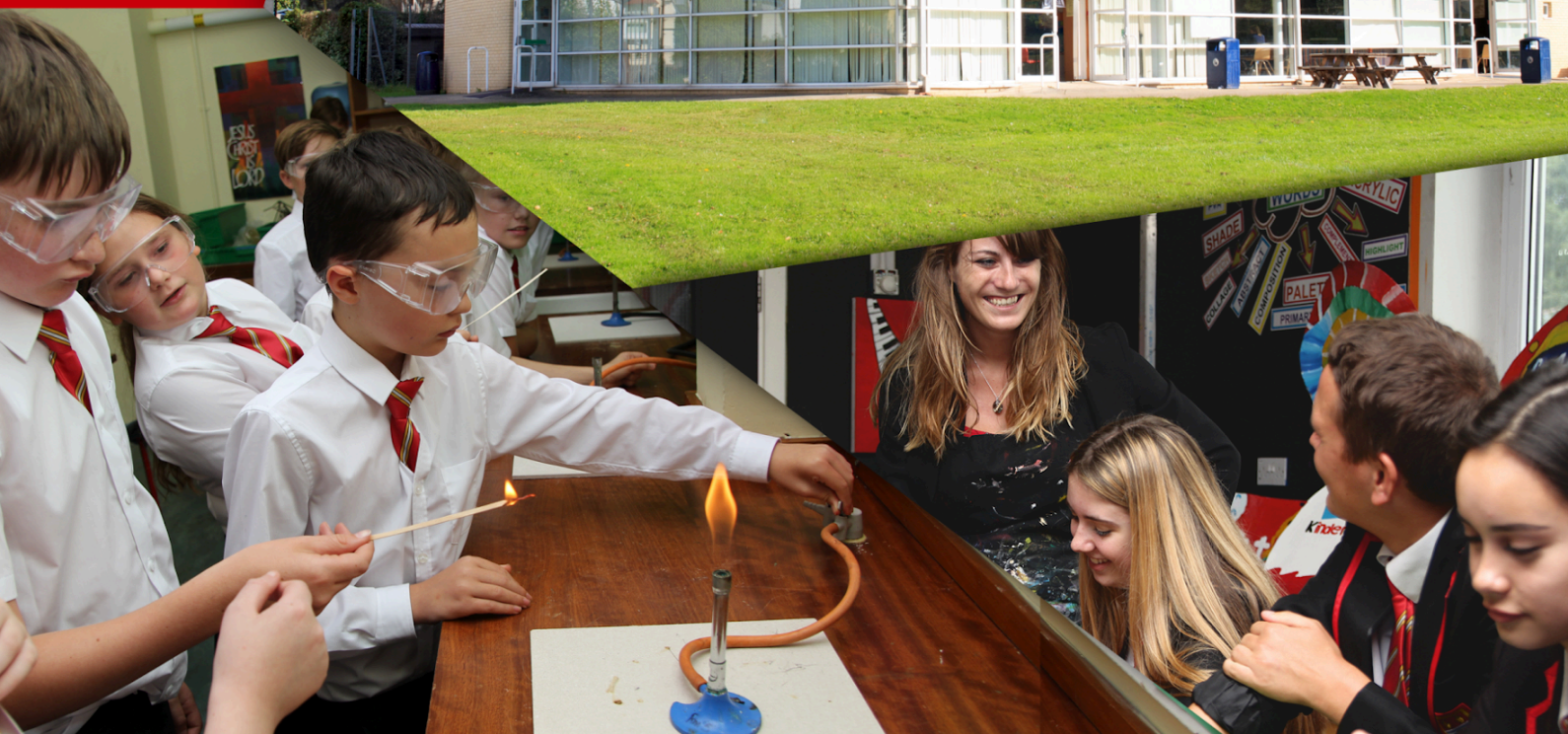




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of Admissions Officer and Admin Support at St Cuthbert Mayne School.

We are seeking to appoint an exceptional Admissions Officer and Admin Support to join our administration team. The successful candidate will have the knowledge and experience of how the school's admissions process works or a willingness to learn this. They will be able to provide high quality administrative support and be a team player who can work in a fast paced environment. The portfolio of administrative support will be discussed at the interview. They will be an excellent communicator and someone who is focused on doing the very best for our students and their families. This is in line with our school vision that we are "Educating for life in all its fullness".

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

Contract Details - Admissions Officer

Salary - Grade D5 - D6

Contract - Permanent

Hours - 20hpw - 25hpw (4 or 5 days a week, working hours to be agreed at interview)

Weeks - 39 weeks per year (38 weeks term time plus 5 INSET days)

Start - Monday 1st September 2025

Application Process:

Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

- Essential: A completed application form, which can be found on the school website.
- Optional: A letter of application no longer than 2 sides of A4. Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to Anne Western: recruitment@stcm.torbay.sch.uk by **10am on Monday 7th July 2025.**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

Closing date: Monday 7th July 2025

Interview date: W/c Monday 7th July 2025

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

Admissions Officer/Admin Support Job Description

Post Title:	Admissions Officer/Admin Support
Accountable to (Line Manager):	Headteacher's PA
Salary Grade:	Grade D, point 5-6 (FTE £24,790 - £25,183) 20 hours per week: £11,462 - £11,643 25 hours per week: £14,327 - £14,554
School Area:	Administration/Admissions
Hours of Work:	20 -25 hours per week, 39 weeks per year (term-time plus 5 INSET days) Hours to be agreed at interview

Key Purpose of Job

- To implement and coordinate an effective student admissions process
- To provide a professional administrative support to support the school vision

Key Duties and accountabilities of the post

- Responsible for all aspects of the administration and processing of In-Year applications and admissions, and Yr 7 admissions to St Cuthbert Mayne School, to include Yr 7 transition activities
- Liaise with internal and external stakeholders on admissions related matters, including providing the local authority with weekly admissions updates and alerting internal stakeholders to potential situations of CME
- Manage the process of onboarding new starters and offboarding leavers, to include all statutory and other relevant checks
- Provide professional advice and guidance on admissions procedures to parents and students
- Routinely undertake group tours for potential new admissions
- Use judgement and initiative to ensure appropriate processing of applications

- Help and guide parents in making applications and ensuring the admissions page of the school website is kept up to date
- Ensure the parent handbook and all other new starter documents are kept up to date
- Process student starters and leavers in accordance with school and local authority procedures
- Maintain an overview and understanding of the current application figures and provide a half termly report for the Headteacher
- Ensure high standards of customer service to all prospective and current stakeholders
- Maintain accurate records of all students who join or leave the school and complete the associated administration
- Work with other schools and the local authority with regards the sharing of information for all student admissions
- Maintain a high standard of knowledge and awareness of St Cuthbert Mayne School requirements and admissions processes
- Provide admissions reports to line manager upon request
- Administrative support with admissions related events such as open days and Yr 6 transition events

Wider Duties

- Manage the student information management system (SIMS), ensuring students' data held is regularly updated, to include inputting data from data collection sheets/SIMS Lite
- Manage and update the student/parent consent and other information databases
- Provide routine clerical support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, clerical support, typing and production of reports as required
- Undertake typing, word processing and other administrative tasks as directed by line manager or Headteacher
- To support the Communications Officer and Reprographics Assistant, update the school website and/or social media channels
- Provide cover for the Reception Team in the event of their absence: undertaking reception duties, answering routine telephone and face-to-face enquiries, and signing visitors in and out

Safeguarding

- To know, understand and undertake the roles and responsibilities of education staff as outlined in the DfE Keeping Children Safe in Education guidance
- To ensure the school policy on safeguarding is followed to ensure that all students are safe in school
- To adhere to the staff code of conduct at all times

School Ethos and Values

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst staff and students of the School
- Promote the health, welfare and emotional well-being of all students and staff.

- Promote equality of opportunity for all students and staff

Other

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures
- Contribute to the overall Christian ethos/work/aims of the school
- Any other duties as directed by your line manager or the Headteacher commensurate with your role

Roles and job descriptions are subject to an annual review.

Person Specification: Admissions Officer

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Person Specification	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualification in English & Mathematics	Essential		Application Certificates
Level 3 qualifications		Desirable	Application Certificate
Honours Degree or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
Professional Experience and Knowledge			
First Aid		Desirable	Application Interview
Experience of working in a school		Desirable	Application
Experience of the school admissions process or a willingness to learn this	Essential		Application Interview
Knowledge of how school Information and communication systems work	Essential		Application Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
An understanding of how the school cover systems work		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Effective IT skills and the use of Microsoft/Google platforms	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Personal Qualities			

Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, passionate and enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
A team player	Essential		Interview
Solution focused outlook	Essential		Interview
A good decision maker	Essential		Interview
Resilient and able to work under pressure	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview