

- Salary Scale:** NJC Grades 5/6: Scale Points 13-20
- Weeks to be worked:** Term time + the equivalent of 4 weeks of 36 hours. This is expressed as 'equivalent' because the work pattern will require longer than usual days during periods of high demand, such as the weeks leading up to the SET and Second Stage Entrance Examination, which also encompasses Sixth Form Admissions. Other compulsory dates that require attendance are the WCGS Open Evening, Sixth Form Open Evening and the Second Stage Examination itself. Any remaining non-term time hours will be agreed with the line manager, according to periods of demand during the year.
- Paid hours:** Full Time Contract, with flexibility in the pattern of working hours by negotiation with the line manager, to reflect periods of high demand during the admissions year
- Unpaid hours:** 30 minute unpaid lunch break each day
- Responsible to:** Senior Leadership Team Lead for Admissions
- Job Purpose:** The primary purpose of the role is to provide a student- and parent-focused admissions service to the school, ensuring the School complies with all relevant codes and local contextual admission criteria. A secondary purpose is to maintain all areas of the school's website.

## Responsibilities

Model and nurture our core values of **commitment, compassion, courage and creativity** at all times.

### 1. An ambassador for the School

- a) Be the first point of contact for prospective students and parents, demonstrating the School's ethos and providing an excellent admissions service
- b) Manage enquiries proactively and sensitively, liaising with other staff and professionals as required.
- c) Organise, publicise and maintain a high profile at Open Days for the School, working closely with the Senior Leadership Team leads for Admissions, Induction and Open Days;
- d) Market the School through appropriate channels, including via literature and prospectuses, maintaining any associated areas of the School website, and using opportunities offered by current technology.

### 2. Admissions processes

- a) Take ownership of admissions processes for the School, using the full functionality of SAM and the SIMS Admissions module, and other technology, from initial interest in the School through to students being fully admitted, and the School being full;

- b) Manage applications for the School for Y7, taking responsibility for the Pan London Register and all rankings, liaising with the Local Authority regarding offers and withdrawals and waiting lists, and being the primary point of contact for prospective parents and students;
- c) Manage applications for the School for L6, making information available to prospective students and their parents, gathering information about applicants, ranking applicants, liaising with senior staff about course availability, co-ordinating offers and managing a waiting list;
- d) Gather and process information about prospective students from the Local Authority, from current and previous schools and other professional agencies, from parents and from students, liaising with senior staff as necessary about any matters arising, allocating students to houses and teaching groups, and work with the registrar to hand over that data into the School's Management Information System;
- e) Manage mid-term applications, including those under the Fair Access Protocol, liaising with the Local Authority, other local schools and professionals, managing waiting lists and running mid-term entrance examinations as required.
- f) Using data, report regularly on the current admissions situation throughout the year;

### **3. Selective Eligibility Testing (SET) and the Second Stage Entrance Examination**

- a) Work collaboratively with other local schools and the Senior Leadership Team Lead for Admissions, prepare for and co-ordinate the Entrance Tests and Examinations, working to public examination standards and ensuring all physical, electronic and human resources for the event and subsequent marking are organised and communicated.

### **4. Induction**

- a) Work closely with the Headmaster, Senior Leadership Team Lead for Admissions, with Key Stage Leaders and with the SENCO, to plan and organise induction days and events for new students and their parents;
- b) Lead on communicating with parents about induction events, support senior staff during their running and then resolve any issues resulting from induction days with the Senior Leadership Team

### **5. Appeals**

- a) Give necessary assistance to GLT Admissions regarding the appeals process which they manage

### **6. Website Administration**

- a) General upkeep of the school website
- b) Content creation for Admissions only
- c) Editing pages, uploading resources, creating links and publishing them
- d) Working with SLT members who have access, giving brief reminders to them about how to maintain their sections.

### **7. General**

- a) Carry out any other duties reasonably requested by the Headmaster or line manager;
- b) Liaising with the Trust's GDPR Team where appropriate, log, consider, and respond to Freedom of Information Requests and Subject Access Requests within the required timescales;
- c) Arrange for ad hoc administrative support for peak times, and manage those staff appropriately;
- d) Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- e) Participate in training and other learning activities as required;
- f) Attend and participate in regular meetings;
- g) Respect confidentiality at all times;
- h) Be flexible to cope with likely developments of the MIS and other systems, and the greater use of data within schools in the future.

Signature:  
(Postholder)

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Print name: .....  
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Date: .....  
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Signature:  
(Headmaster)



Print name: .....  
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Date: .....  
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