



Woking High School

Inspire, Challenge, Achieve



Admissions Officer
Application Pack
Spring 2026



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Admissions Officer

Pay	Grade S6 - Actual for 24 hours per week, £18,028 - £19,334 (Full-Time Equivalent £30,647 - £32,867)
Contract type	Permanent, term time plus 2 weeks*
Start date	ASAP
Reporting to	Front Office Manager
Closing date	Friday 13 th February at 10am (Interviews to be held Wednesday 25 th February)

* This role is 24 hours per week and is term time plus 2 weeks per academic year; preferably worked over four or five days. One of the extra paid weeks must be worked during the last week of the school holidays and the other must be used to create flexibility to complete necessary tasks outside of the set hours, such as Open Evening, settling in new students, attend occasional Governor meetings, etc.

Job Profile

- To have overall responsibility for all aspects of the admissions process.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

Key Responsibilities

- Manage the complete Admissions cycle for Year 6 into 7, co-ordinating the process with Surrey County Council.
- Be the first point of contact for all enquiries in relation to admissions, ensuring that queries are dealt with in a friendly, supportive and swift manner.
- Regularly liaise with and provide current admissions information to the Headteacher.
- Liaise with Head of Year 7, SENCo, Data Officer and primary schools regarding the transfer of information from Year 6 to Year 7.
- To be jointly responsible for our annual open evening with our Office Manager, and to be accountable for arranging and facilitating open mornings, and any other Admissions related events.
- Collaborate with the Office Manager to develop and deliver high quality promotion and publications for new parents.
- MIS Data Administration as directed by Office Manager/SIMS Manager
- Provide Year 6 parents/carers with all the information required, keeping the transition portal up-to-date and easy to navigate.
- Develop highly effective online systems for applications, information gathering and sharing.
- Input data and extract reports, keeping school information about new and leaving students up-to-date and accurate.





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- Maintain accurate waiting lists in all year groups.
- Keep abreast of Admissions legislation, advising the Headteacher and the Governing Body, by attending the Admissions Committee meetings, of legislation and changes to these locally and nationally to ensure that the school is at all times compliant with requirements.
- Identify and analyse trends, risks, issues and opportunities sharing these with the Headteacher and, where appropriate, the Governing Body.
- Co-ordinate all in-year admission applications and arrivals, working closely with the Headteacher, Office Manager, Assistant Headteacher in charge of curriculum and relevant Heads of Year to ensure smooth transitions.
- Keep staff informed of new arrivals and leavers, taking into consideration whether there is additional information staff need to support children arriving in-year.
- Manage all aspects of the appeals procedures throughout the year, working closely with the Assistant Headteacher and attending appeal panels.
- Complete any other tasks as directed by SLT and consistent with the grade of the post that may be required.
- Attend termly Admission Meetings with other local Surrey Secondary Schools and Surrey CC.
- Monitoring the SCC admissions portal and submitting their online forms with waiting list applicants, starters and leavers.
- Prepare relevant reports for Governing body meetings and attend when necessary.
- Liaise with the Elective Home Education team to ensure all referrals are managed in a timely manner and documents are completed.
- Production of on roll and leavers letters.
- General administrative queries.





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Person Specification

	Essential	Desirable	Evidence From
Qualifications and Training			
GCSE, or equivalent in English and Maths.	✓		A/C
Educated to A Level Standard.		✓	A/C
Evidence of Continuous Professional Development.	✓		A/C
Safer recruitment training.		✓	A/C
First Aid training.		✓	A/C
Knowledge, Experience and Skills			
Knowledge of key legislation relating to Child Protection, Safeguarding, Health and Safety and Equal Opportunities.		✓	A/I
Experience of working as an administrator.	✓		A/R/I
Excellent administrative and organisational skills, with the ability to prioritise and work under pressure.	✓		A/I
Excellent ICT skills, especially Word, Excel and Outlook	✓		A/I
Excellent telephone manner.	✓		A/I
Excellent communication skills, both written and verbal.	✓		A/I
Experience of working with young people.		✓	A/I
Personal Qualities			
Evidence of the highest levels of personal and professional integrity.	✓		A/R/I
Discrete and trustworthy.	✓		A/R/I
To be helpful, approachable and positive.	✓		A/R/I
The ability to act as an excellent role model for staff and students.	✓		A/R/I
Good record of attendance.	✓		A/R/I
To remain professional at all times.	✓		A/R/I
Flexible approach to working hours as required.	✓		A/R/I
Excellent time management and organisational skills.	✓		A/R/I





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Willingness to participate in development and training opportunities.	✓		A/R/I
Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness.	✓		A/R/I
Able to take ownership of tasks and work with minimal supervision.	✓		A/R/I
Ability to adhere to working procedures and policies.	✓		A/R/I
Keen to learn and further develop own skills.	✓		A/R/I

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

Closing date for applications: Friday 13th February at 10am. If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Safeguarding Statement

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

