



**GREENSHAW**  
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**RECRUITMENT PACK**

Greenshaw Learning Trust,  
ORU Sutton,  
Throwley Way,  
Sutton,  
SM1 4AF



Telephone: 020 3988 0218

Email: [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

Dear candidate

Thank you for your interest in the role of Regional Admission Officer at Greenshaw Learning Trust. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at [recruitment@greenshawlearningtrust.co.uk](mailto:recruitment@greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



## ABOUT OUR DEPARTMENT

The Shared Service Admissions Team provides expert support on all matters related to school admissions, admissions appeals and admission arrangements. We work closely with schools, parents/carers and local authorities to ensure a smooth and transparent admissions process.

As the Admission Authority for all Greenshaw Learning Trust (GLT) schools, we ensure compliance with the School Admissions Code and offer strategic advice and guidance to Headteachers required and required changes to admission policies.

We also support schools by offering tailored training and advice for Admissions Officers and administrative staff, helping them to navigate admissions processes with confidence and consistency.

Our team is led by the Head of Admissions, supported by the Admissions Lead and Regional Admissions Officers.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 18 - 22, **£30,559 - £32,654** per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

9.00 am to 5.00 pm, Monday to Friday (all-year)

## PLACE OF WORK

This role can be hybrid with the normal place of work at the Shared Service hub in Gloucester (Gloucester Academy, Painswick Road, Gloucester, GL4 6RN).

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

The annual holiday entitlement is 24 days plus 2 extra-statutory days

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.



# JOB DESCRIPTION

<b>Post:</b>	Regional Admission Officer
<b>Responsible to:</b>	Head of Admissions
<b>Responsible for:</b>	n/a

## ROLE OVERVIEW

We are looking for an enthusiastic and knowledgeable Regional Admissions Officer to join our team, supporting schools across the South West Region. This key role involves providing expert guidance and support on all aspects of the school admission process, including school admission appeals to our schools located within the South West Region .

The ideal candidate will bring relevant experience in a similar role and demonstrate a proven track record of delivering high-quality support within an educational or admissions setting. A commitment to excellent service and strong attention to detail are essential.

## MAIN DUTIES AND RESPONSIBILITIES

- Provide clear, accurate guidance and expert support to schools, parents/carers, and colleagues on all aspects of school admissions and school admission appeals..
- Process In-Year applications and monitor waiting lists ensuring full compliance with statutory requirements and Trust policies.
- Review and process special admission requests in collaboration with Headteachers, including education outside of the normal age group, summer-born and flexi-schooling arrangements.
- Coordinate and manage the ranking process for point of entry applications, ensuring all deadlines are met and procedures are followed correctly.
- Gather and collate relevant data for the Head of Admissions and Admissions Lead in relation to school admission appeals.
- Provide support to schools at Open Days/Evenings, representing the admissions team and offering guidance to prospective families.
- Deliver clear and accessible information to parents and carers regarding the school application process.
- Contribute to the continuous development and implementation of service improvements, ensuring ongoing compliance with statutory guidance, Trust policies and best practices.

## STAFF DEVELOPMENT

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.

- To participate in whole school professional learning programmes. To take part in the staff development programme by participating in arrangements for further training and professional development.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Strong knowledge and understanding of the legal framework surrounding primary and/or secondary school admissions and school admission appeals.	x	
Excellent command of English with strong attention to detail, clarity and accuracy.	x	
Ability to communicate effectively with a variety of audiences, adapting messages appropriately.	x	
Highly computer literate with proficiency in standard office software, particularly Microsoft Office and Google.	x	
<b>Skills and experience</b>		
Experience of School Admissions within a primary or secondary school setting	x	
Excellent interpersonal skills and a collaborative approach to teamwork.	x	
Strong verbal and written communication skills.	x	
Outstanding organisational skills to support the efficient delivery of responsibilities.	x	
Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.	x	
Ability to provide clear guidance on school admission processes to school staff to facilitate effective administration of their admission responsibilities.	x	
Proactive and able to manage multiple tasks in a dynamic environment, using initiative and working independently.	x	
<b>Personal attributes</b>		
Able to build and maintain positive working relationships with a wide range of stakeholders, including colleagues, local authorities, and parents/carers.	x	
Committed to the safeguarding of children	x	
Use of car and a current valid driving licence		x

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **18th July 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Thursday **24th July 2025**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on **1st September 2025**.





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