



Admissions Officer ("AO")

Job Description

Responsible to: SLT

Main purpose

To work with the SLT as part of a professional team to manage the school admissions process from initial inquiry to enrolment, including processing applications, and communicating with families and other stakeholders.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

1. To be directly responsible for the admissions processes in their entirety.
2. To understand and utilise fully the county admission system for Year 7 intake groups providing information for SLT and governance for their quarterly meetings and when required.
3. To act as first and continual point of contact for prospective families from enquiry through to the enrolment of new students at the school.
4. To coordinate the Year 7 Induction Evening and Day.
5. To ensure that the new student information booklets and forms are updated annually and are shared with all new parents prior to the student start date.
6. To coordinate the sending of welcome information to new Year 7 students.
7. To have full awareness of where there are spaces for recruitment at all points of entry and actively offer places to those on the waiting list.
8. To maintain a complete and accurate record of prospective parent / student details and add the data to the information management systems.
9. To oversee out of chronological year group admissions and appeals.
10. To provide general administration support as required.
11. To liaise with external agencies (for example local authorities) to ensure seamless transition of admissions information.
12. To ensure the website is updated regularly.
13. To liaise with relevant governance and staff to annually update the admissions policies and procedural documentation.

Whole-school organisation, strategy and development:

1. Responsible for maintaining confidential pupil and parent/carer records.
2. Knowledge and compliance with policies and procedures relevant to admissions.
3. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Health and Safety:

1. Responsible for the careful and safe use of standard ICT and all other equipment.
2. Undertake moving and handling activities as required.

Working with colleagues and other relevant professionals:

1. Ability to be a proactive team player.
2. Ability to team-teach and share responsibilities.



ST MARY'S CATHOLIC SCHOOL

Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ
T: 01279 654901 | E: info@stmarys.net | W: stmarys.net
Part of the St Francis of Assisi Catholic Academy Trust



Management of staff and resources:

1. Works under the direction of the SLT.
2. Is creative in making decisions about adaptation of own work; more complex decisions referred to senior staff.
3. To work with the admin team to provide general admin support as required.
4. To oversee the smooth running of the application processes for admissions, secondary transfer, in year applications and appeals.
5. Have high levels of organisational skills and ability to prioritise workload.
6. Be able to maintain confidentiality.
7. Manage school admissions, handling applications and responding to inquiries promptly including sending promotional materials and scheduling .

Professional development:

1. Undergoes CPD suggested and offered.
2. Participates in selected INSET sessions.

Communication:

1. Exchanges information with relevant staff and parents/carers.
2. Excellent literacy skills.
3. Excellent IT skills.
4. Facilitate seamless communication between school divisions, administrative offices, and incoming families.
5. Reporting, analysing and communication with applicants and relevant administrative staff.
6. Provide admissions data to relevant stakeholders.
7. Ensure smooth collaboration with staff during enrolment.
8. Maintain and update admissions work flow processes.

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