



Job Description and Person Specification

Admissions Officer

Purpose	<p>To oversee and manage the Admissions process for King's Academy Bay House from initial inquiry through to enrolment.</p> <p>Recruit prospective students, evaluating applications and work closely with families to facilitate a smooth transition into the school.</p> <p>Assist with marketing and outreach efforts to promote the school's programs and values.</p> <p>Oversee and manage the school's information systems and technology infrastructure (MIS and Arbor) to ensure that they effectively support educational and administrative functions.</p>
Reporting to	Deputy Headteacher/Headteacher
Working Time Pattern	37 hours per week / 52 weeks per year KGA Band 7 Point 14 to 17 (£30,296 - £33,945)

Specific Areas of Responsibility

Student Recruitment and Outreach

- Develop and implement strategies to attract prospective students to our school through school visits, college fairs, online campaigns, and community outreach events.
- Represent the school at on- and off-site events, including open houses, information sessions and in local primary settings

Application Review and Evaluation

- Review and evaluate applications and ensure close liaison with the Local Authority
- Liaise with parents both during main round and in year to support them to meet the requirements of an application to our school
- Support the Headteacher with the production of appeal information if an application is taken to an appeal hearing

Data Management and Reporting

- Maintain accurate and up-to-date records of applicant information in the admissions database including an admissions tracker.
- Analyse data on enrolment trends, demographics, and yield rates to help shape future recruitment strategies.
- Prepare reports on admissions statistics and present findings to the Headteacher

Management and Maintenance of Information Systems (MIS and Arbor)

- Oversee the daily operations of the school's Management Information System (MIS), ensuring the integrity, availability, and reliability of data.
- Regularly monitor and maintain all school data systems, including performing updates, backups, and troubleshooting as needed.
- Maintain, optimise and secure the systems used for managing student information, academic records, attendance, scheduling, reporting, and other school operations.
- Manage census returns through the year.

Data Management and Security

- Implement and enforce data management and security protocols to ensure the safety and confidentiality of sensitive information such as student records, grades, attendance data, and staff information.
- Ensure compliance with data protection regulations (e.g., GDPR, FERPA) and internal school policies related to data privacy, storage, and handling.

Support for School Administration and Decision-Making

- Provide accurate and timely data reports, dashboards, and analytics to school leadership, department heads, and other stakeholders to support planning, decision-making, and evaluation processes.
- Complete the census returns to the Local Authority, meeting deadlines set.

Staff Training and Support

- Conduct training sessions for teachers, administrative staff, and other users on how to effectively use Arbor.
- Develop user guides, manuals, and best practice documentation to assist staff with navigating information systems and understanding data processes.

Monitoring and Reporting

- Regularly audit and evaluate data systems to ensure data accuracy, consistency, and reliability.
- Prepare and present reports on data management activities, system performance, and project progress to school leadership and stakeholders.

Continuous Improvement and Innovation

- Stay updated on advancements in information technology, data management, and educational software to identify and recommend new tools and solutions that could benefit the school.
- Conduct regular evaluations and improvements of the MIS and related systems to enhance their effectiveness and efficiency.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist with Health & Safety requirements
- Promote the safety and wellbeing of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. This is not a comprehensive list of tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

Person specification

CRITERIA	QUALITIES
Qualifications and training	Grade C GCSE or equivalent in English and Mathematics
Skills and knowledge	Excellent communication and organisational skills Effective communication and interpersonal skills Knowledge of health and safety regulations and risk management. Proficiency in using Microsoft Office and relevant administrative tools. Knowledge of guidance and requirements around safeguarding children Ability to build effective working relationships with staff and other stakeholders Experience working within an educational setting (preferable but not essential).
Personal qualities	Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to manage multiple tasks and work under pressure to meet deadlines. Commitment to maintaining confidentiality at all times Commitment to equity

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.