



Job Description – Admissions Officer

Main duties and responsibilities:

- To take responsibility for all aspects of and processes in the efficient administration of school admissions from Years 7 to 11.
- To be the point of contact between parents and the Academy concerning all aspects of the Admissions process.
- Maintain up-to-date personal records and parent contact details for all students on the SIMS database, including working with the Cover Supervisor with regard to student leavers.
- Collect all necessary documentation relating to new joiners, make copies and file in central student record files.
- To organise, prepare and present all admissions appeals to an independent panel in a timely fashion.
- Report up-to-date student numbers to the Leadership Group every week.
- To assist the Leadership Group, Heads of Year and SEN staff with the induction of new pupils in all year groups, as required.
- To liaise with Wandsworth School Admissions Department and to exchange information in a timely fashion.
- To maintain, store and archive confidentially the hardcopy of student records.
- To work with the SENCO in the admission of students with Education, Health and Care Plans/Statements of SEN.
- To work with the Examinations Manager and the Cover Supervisor in creating and preparing the academic year in Sims.net and preparing for various Census returns.
- To help promote the school to prospective applicants, working with the Principal's PA and Communications officer, the Head of Year 7 and the Leadership Group to update the Academy's prospectus and advertising of all admissions literature.
- To organise and attend open mornings and evenings to provide admissions information.
- To manage in-year waiting lists, to monitor student numbers in each year group, and to liaise with the Deputy Principal with responsibility for in-year admissions when inviting to discuss possible admission

- To create, store and send the weekly return to Wandsworth pupil services with the names and destinations of students who leave the Academy that week and the names of the students who join us
- To undertake other relevant tasks to support the office staff and overall administration of the school
- Perform any other reasonable duties as may from time to time arise at the request of your Line Manager, the Principal or Vice-Principal.