

ARC Schools			
<b>Post Title</b>	<b>Admissions Manager</b>	<b>Department</b>	<b>N/A</b>
<b>Hours per week</b>	<b>8.30 – 4.30</b>	<b>Weeks per year</b>	<b>Term time</b>
<b>Contract type</b>	<b>Permanent</b>	<b>Salary</b>	<b>£25,500 - £28,000</b>
<b>Reports to</b>	<b>Headteacher</b>		

<b>1.</b>	<b>Overview</b>
	<p>ARC Schools offers a specialist learning provision for children and young people. We emphasise the development of core academic understanding, encourage creativity, celebrate outdoor learning, and promote the growth of essential life skills. We aim to establish a safe, creative, and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness, and good manners.</p> <p>We are seeking to appoint an exceptional communicator and administrator to lead the admissions process across ARC Schools. The Admissions Manager will be responsible for all admissions into the school, from first contact, through visit and assessments, to the first day at school. This is an exciting opportunity to join a growing and developing school and to become an integral part of the school staff team.</p>
<b>2.</b>	<b>Purpose of the Role</b>
	<p>As Admissions Manager, you will be responsible for the operation of the admissions process. Working closely with the headteacher and other senior colleagues, you will use your interpersonal skills to develop strong working relationships across numerous stakeholders as well as externally with local authority colleagues and other schools.</p> <p>Your responsibilities will include delivery of the school’s admissions process from prospective family or local authority enquiry through to the offering and acceptance of a school place. The Admissions Manager will act as a key point of contact for prospective parents and will be required to provide a high level of customer service together with excellent interpersonal and organisational skills.</p> <p>The successful candidate will have drive and experience of working in a busy office environment, combined with meticulous organisation, excellent interpersonal skills, good IT skills, although training will be provided, and very strong written and verbal communication. A background of working in or with schools is desirable.</p>
<b>3.</b>	<b>Key Accountabilities &amp; Duties</b>
	<p><b>As Admissions Manager, you will:</b></p> <ul style="list-style-type: none"> <li>• Develop and administer all aspects of the admissions process in collaboration with the Headteacher and Directors</li> <li>• Maintain the admissions database and filing system.</li> <li>• Maintain pupil records and databases as required by the Headteacher.</li> <li>• Use the school’s Management Information System pupil database for organisational and strategic purposes.</li> <li>• Liaise with local authorities around the admissions and consultation process for placements of children with EHCPs</li> <li>• Maintain archive records for admissions and arrange for old records to be destroyed</li> </ul>

	<p>as necessary and in line with GDPR regulations.</p> <ul style="list-style-type: none"> <li>• Ensure that parents of new pupils receive relevant documentation; assist with pupil induction materials; provide relevant teaching staff with the required documentation relating to new pupils and their induction.</li> <li>• Ensure data quality and integrity is maintained.</li> <li>• Produce letters and correspondence as required during the admissions process to include invitations to visit, observation and assessment days and offer letters.</li> <li>• Compile and issue relevant information for prospective families.</li> <li>• Create an outstanding pupil and parent experience through the effective management of the admissions process.</li> <li>• Manage the transition of pupil's files from current settings.</li> <li>• Manage any placement changes, including robust handover to new placement and transferring of files.</li> <li>• Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher.</li> <li>• Participate in the school's appraisal process and to undertake any training that may be appropriate.</li> <li>• Take appropriate responsibility to ensure the health and safety of self and others.</li> <li>• Pursue the achievement and integration of equal opportunities throughout all The White House School's activities.</li> </ul> <p><b>Duties falling within the scope of designated contact hours:</b></p> <ul style="list-style-type: none"> <li>• Attending a range of professional's meetings</li> <li>• Communicating with parents and professional stakeholders</li> <li>• Attend staff development events as appropriate.</li> <li>• Industrial/commercial and academic updating of professional and technical skills</li> <li>• Liaison with parents/guardians</li> <li>• General administration relevant to the role</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
<b>4.</b>	<b>Equal Opportunities</b>
	<p>Arc Schools will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>

	<p>Arc Schools are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p> <p>We comply with the Disclosure &amp; Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as of April 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.</p>