



HOE VALLEY SCHOOL

ADMISSIONS ADMINISTRATOR

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: Actual £15,000 (FTE £33,566)

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

The Admissions Administrator is responsible for the effective administration of the school's admissions process, ensuring that all applications are managed efficiently, accurately and in accordance with the School Admissions Code, local authority procedures and school policies.

Role Information

Contract: Term time plus 2 weeks in school holidays, Permanent

Hours: 20 hours per week, flexible working pattern to be discussed

Salary: £15,000 (FTE £33,566)

Start date: ASAP

Responsible to: School Business Manager and ultimately the Head Teacher

Core Responsibilities

- Manage the school's admissions process from initial enquiry through to enrolment.
- Process applications for in-year admissions and mid-year transfers in accordance with the school's admissions policy.
- Liaise with the Local Authority, local primary schools, 6th Form Colleges and other educational establishments regarding admissions and pupil transfers.
- Work closely with the Local Authority regarding Year 7 intakes, from application through to admission including ranking all applicants in the required timescale
- Maintain accurate waiting lists where applicable.
- Prepare and distribute admissions correspondence, offer letters and induction information.
- Ensure all admissions documentation is complete and securely retained
- Coordinate the collection and verification of required documentation for new pupils.
- Support the appeals process by preparing documentation and maintaining accurate records where required and be available to act as Presenting Officer for appeals if required.
- Act as the first point of contact for prospective parents and carers, responding to enquiries by telephone, email and in person.
- Arrange and coordinate school tours, open events and admissions meetings.
- Promote a welcoming and professional image of the school at all times and develop positive relationships with families throughout the admissions process.
- Provide clear information regarding admissions procedures, key dates and entry requirements.
- Create and maintain accurate pupil records within the school's Management Information System (MIS).
- Prepare and present compliant admissions policy updates to the Board of Governors in the statutory timeframe for determination reflecting any required legislative changes or school-level changes, including preparing consultations if necessary.
- Ensure all admissions data is entered accurately and promptly.
- Process pupil arrivals, leavers and transfers.
- Maintain electronic and paper records in accordance with GDPR and school policies.
- Support the annual census and other statutory returns as required.
- Handle confidential pupil and family information with discretion and professionalism.
- Ensure admissions procedures comply with statutory guidance and school policies.
- Prepare routine reports relating to admissions and pupil numbers and support the preparation of admissions statistics and reports for senior leaders and governors.
- Monitor admissions email inboxes and respond to enquiries promptly.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form, interview
Evidence of successful sustained employment in an admissions administrative position in a primary or secondary school.		Application form, interview
Experience of handling confidential and sensitive information		Application form, interview
ICT literate with proficiency in a range of applications including school MIS.	Experience of using Google suite of applications in a working environment Experience of using SIMS software.	Application form, interview
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		Application form, interview & reference
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference

Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		