**JOB SPECIFICATION**

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| Job Title: | **Admissions Manager** |
| Responsible to: | Headteacher |
| Hours: | 37 hours per week term time only, plus 15 days in holidays |

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| **Job Purpose** |
| * School lead on Admissions: manage and implement the admissions process for all new pupils joining the school from Year 7 to Sixth Form, advising and reporting to the Governing Body, via the Governors’ Communications and Community Committee.
* Establish and define tendering requirements and process for school prospectus.
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| **Key Responsibilities/Accountabilities** |
| * **Annually review and amend the school Admissions Policy as appropriate,** ensure that timely consultation is carried out in line with requirements, liaising with the LA and other local admissions authorities. Publish the determination through the LA and on the school website.
* Reporting to the Governing Body to ensure they are fully informed in line with The School Admissions Code and The School Admission Appeals Code, and can make appropriate decisions on admissions.
* **Manage the** **process of admissions** from initial enquiry through to acceptance of places and pupils’ arrival at school, including the appeals procedure.
* Following National Offer Day, supporting and advising unsuccessful parents on their various options, including the waiting list process and appeal procedure; and supporting them through appeals.
* Manage testing process, assessing suitability of applicants for entry into all year groups, liaising with Curriculum Leaders, the Headteacher and, as required, other local grammar schools. Co-ordinate with parents, staff and LA to arrange speedy admission for successful applicants.
* Maintaining a waiting list for places that may become available; keeping the LA informed.
* Management of the Common Transfer process for pupils joining and leaving the school, including the transfer of any paperwork to/ from other schools
* Manage the Year 7, In-Year and Sixth Form Admissions process using Admissions+
* Dealing with all enquiries from parents regarding admissions criteria, the application of these, selection process and how these pertain to individual circumstances – only the postholder and the Headteacher are responsible for giving such specialist guidance
* **Ensure that the Sixth Form at TWGGS is marketed effectively** in order to attract appropriate, able prospective pupils.
* **Residence Checks** – responsibility for ensuring applications to the school are consistent with school admissions criteria and fairly allocated. Investigation of any possible fraudulent applications, ensuring that this is carried out appropriately and in a manner reflecting the school’s public image and ethos.
* **Independent Appeals Process** - Manage the Independent Admission Appeals process.
* **School Prospectus** - Review the prospectus (either online or paper) annually
* **Manage and co-ordinate, on behalf of Kent County Council, PESE 11+ out-county testing and Headteacher Assessment Review Panel Process (if required)**
* **Complete and submit relevant Kent Electronic Returns**
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| **Experience/ Skills Requirement** |
| * Ideally experience of working in admissions although full training will be provided for the right candidate
* Educated to Level 3/ Advanced level (or equivalent) provided the postholder has appropriate experience and relevant training.
* Detailed and current knowledge of Code of Practice on Admissions, Code of Practice on Admissions Appeals, Data Protection Act, Freedom of Information Act and other appropriate government guidance.
* Expert in Admissions+, SIMS,  SIMS.net, Google Suite for Education, MS Word and Excel or willing to learn
* Able to work independently and proactively
* Experience in working with databases to enable import, export and manipulation of data across packages
* High level of communication skills; excellent people skills, being able to respond appropriately to diverse and often challenging external communications
* Capacity to respond calmly and sensitively under pressure, meeting demanding deadlines
* Ability to prioritise and work as a team player
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*TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). TWGGS is an equal opportunities employer and an Ofsted Outstanding school (September 2023).*