



Admissions & Appeals Officer ROLE DESCRIPTION

Post Title:	Admissions & Appeals Officer
Status:	Permanent, Part-time (32.5 hours), Term-time + 3 weeks
Line Manager:	Deputy Head – Pastoral
Responsible For:	N/A
Salary Band:	Band 4 to Midpoint (26-30)

PURPOSE OF JOB

- To be responsible for all admission functions associated with students and acting as the first line of contact between the school, parents, Local Authority (LA), PKN, and the GSHA Admissions Group (Grammar Schools Heads' Association).
- To co-ordinate all processes relating to admission appeals acting as the first line of contact between the School, parents and Local Authority.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

Admissions

- Work with and provide support to the Senior Leadership Team, Year Leaders and CEM in all matters relating to admissions.
- Manage all admissions related activities within the allocated budget and assist in the setting of this budget annually.
- Be responsible for the admissions marketing material, mailings and publications to ensure they reach the necessary target recipients.
- Work with the Deputy Head - Pastoral in developing and implementing an outreach and access school strategy, including school visits and establishing close links through invitation, mailings and visits as part of the wider outreach programme.
- Work with the PR Manager and IT Manager on the admissions content on the school's website.
- Work with the Deputy Head - Pastoral in the checking of all addresses and personal evidence, as supplied by parents, to ensure that applications are not fraudulent.
- Liaise with Primary School Headteachers, where necessary, to confirm addresses of applicants.
- Work with the IT Manager to devise photographic system identity card of application to ensure a robust testing system and to prevent places being gained fraudulently.



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- Organise and maintain reliable, accurate and confidential admissions records and archives (manual and computerised), ensuring compliance with current Data Protection and Freedom of Information legislation.
- Be responsible for securing contracts with invigilators, for the period of training and employment to invigilate on the CCHS Entrance Test Day. To ensure that their training is organised and their training manual is presented clearly and updated as necessary.
- Ensure that the necessary contracts are completed and that payments is made for their services.
- Have oversight of invigilators on the training days and on CCHS Test Day.
- Be responsible for securing the services of an independent Educational Psychologist and liaise with this person to make the decisions on the allowing of extra time on the CCHS Entrance Test Day for any SEN (D) students. To ensure that all paper work is collected and prepared for the Educational Psychologist and that their invoice is received, in accordance with the allocated budget, and ensure that they receive payment.
- Assist with the planning and organisation of the CCHS Entrance Examination events and mid-year testing of new entrants when places become available including the production of all administrative documentation for relevant staff.
- Liaise with and co-ordinate external agencies including CEM, PKN and GSHA Admissions Group, St John's Ambulance, Parents' Association, and invigilators in relation to the CCHS Entrance Test.
- Receive and record all applications to CCHS to sit the Entrance Test. Manage data, both electronic and paper, and keep accurate records.
- Manage requests for Special Educational Needs of candidates and refer to independent psychologist for an assessment if required.
- Manage queries relating to the registering for the Entrance Test to support the Deputy Headteacher - Pastoral.
- Liaise with CEM to provide candidate data on the School's Entrance Test closing date.
- Receive and organise the test papers from CEM and arrange secure storage at the school. Organise an independent team to count the examination papers and allocate them to the appropriate examination room folders.
- Co-ordinate and administer all requests by parents for the remarking of papers in consultation with the Deputy Headteacher - Pastoral.



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- Analyse Entrance Test results of applicants to the school and prepare a written report for the Senior Leadership Team including an historical analysis.
- Receive results from CEM and liaise with the LA to communicate the test results. Keep accurate records of these and manage the two lists in conjunction with the LA.
- Secure written acceptances of offers of school places from parents, administering declines and re-offers of places.
- Co-ordinate mailshots of information to new students including information from the Parents' Association and Fundraising Committee.
- Liaise with the LA regarding the Secondary Education in Essex Booklet, National Offer Day information and other documents in the public arena published by the LA.
- Provide administrative assistance to the Year Leaders and Deputy Head Pastoral, in relation to Open evening and the transition programme.
- Assist with the organisation and administration of Open Days, liaising with relevant staff.
- Provide appropriate information to parents, staff and LA.

Appeals

- Co-ordinate all appeals to the school for places and undertake the necessary administration within the allocated budget.
- Liaise with the Essex LA Statutory Appeals Body for all appeals to the school.
- Liaise with the Deputy Headteacher - Pastoral representing the school at appeal hearings.
- Prepare the school's case for appeals hearings.
- Photocopy and prepare the appellants' evidence and report to the Deputy Headteacher - Pastoral.
- Attend appeal hearings to support Deputy Head - Pastoral.
- Communicate with successful appellants regarding admission to the school.
- During the quieter times in the admissions calendar, support the wider working of the School, especially in covering some lessons periodically and support the wider admin/support work in the School.



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General Duties

- Undertake general administrative duties associated with admissions and appeals.
- Assist with the development of school administrative systems.
- Actively participate in the annual performance management process.
- Participate in line management meetings and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School policies.