**RANELAGH SCHOOL**

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**ADMISSIONS OFFICER**



# **CREST300**

Dear Colleague

Thank you for your interest in the post of Admissions Officer at Ranelagh School. In this letter, I aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such we seek to employ inspirational and energetic staff, committed to the school’s ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another’s well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website [www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

I look forward to hearing from you.

Yours sincerely,



**Mr Timothy Griffith**

**Headteacher**

# **JOB DESCRIPTION**

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| Job Title:  | Admissions Officer |
| School: Ranelagh School | Grade/Salary Range: BG-H £19,593.07 - £21,681.26 (actual salary includes London Weighting) |
|  | Working Pattern: 28 hours per week, term time only plus 20 hours during the school holidays (as directed by the Headteacher). On occasion and following discussion with the Headteacher it will be possible for some work to be completed at home. |

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| **JOB PURPOSE** |
| As the first point of contact for prospective parents or carers, the Admissions Officer will be responsible for the efficient coordination of the entire admissions process, from initial contact to enrolment. This includes secondary transfer, in-year applications, post 16 admissions and appeals. The successful candidate will be responsible for overseeing student applications to the school and working closely with the Governors Admissions Panel, Local Authorities, Clergy, our local schools and key school staff to ensure smooth transitions for students.  |

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| **DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE** |
| Responsible to the Headteacher |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Provide an approachable and professional response to enquiries concerning student admissions, maintaining accurate data, and responding to families in a timely manner for all year groups
* Undertake all aspects of the administration of student admissions, from the first point of enquiry through to the point of admission
* Undertake administrative tasks associated with statutory admissions consultations and other admissions activities as necessary including preparation of reports for governors’ and trustees’ meetings
* Prepare an annual calendar of admissions events and deadlines
* Review, amend and arrange for ratification by the Governors, the School’s admission arrangements as required by and in accordance with statutory law
* Liaise with the neighbouring Local Authorities with respect to the publication of the School’s admission arrangements
* Ensure that the admissions page on the website is correct and amend as necessary
* Provide admissions data as required to the Governors Admissions Panel, Headteacher and Senior Leadership Team
* Be the main point of contact for the Local Authority and our local schools on all admissions enquiries
* Attend, and participate in, admissions meetings and training
* Respond to Freedom of Information requests
* Liaise with the Office of the Schools’ Adjudicator and the Schools’ Ombudsman as necessary under the direction of the Headteacher and Chair of Governors Admissions Panel
* Maintain meticulous records and undertake regular archiving of those records
* Liaise with the Oxford Diocese, neighbouring Local Authorities, Clergy, external bodies regarding consultation or full consultation, as appropriate
* Support with the planning of admissions events such as open day tours and evening presentation, transition and induction days
* Process applications for transfer from primary to secondary education
* Liaise with members of the Clergy, as required
* Prepare all documentation of Year 7 applicants transferring from primary school for consideration by the Governors Admissions Panel
* Liaise with the Local Authority to provide accurate lists of applicants under the School’s admission criteria in order of eligibility
* Communicate with Headteachers of all local schools regarding the necessary information for a smooth transition
* Be responsible for new intake administration ensuring all the necessary documentation is in place, that students have been allocated a house and their information is recorded in SIMS prior to their enrolment day
* Process out of chronological year requests
* Process in-year applications, arrange tours if required, manage in-year admissions records and waiting lists, monitor student numbers in each year group
* Liaise with the Governors Admissions Panel, Headteacher and relevant staff members as necessary
* Produce Number on Roll information for the Local Authority, as requested
* Process Sixth Form external applications
* Liaise with the SENCo in the admission of students with Education, Health and Care Plans
* Liaise with the Oxford Diocese the dates for the admissions appeals, prepare and collate the paperwork and distribute to independent panel members within the specified timeframe
* Liaise with parents regarding the appeal process and compile the necessary documentation for appeals within the specified timeframe
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**PERSON SPECIFICATION**

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications And Training** |

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| GCSE (Grade C or above) or equivalent in English and Maths |

 | Previous experience as Admissions Officer |
| **Competence Summary**(Knowledge, abilities, skills, experience) | * Be able to work on their own initiative to develop processes and best practice
* Show good organisational skills with the ability to work flexibly, prioritise conflicting demands and work to tight deadlines
* Have excellent administrative skills, including strong IT skills, with the ability to produce written documents to a high standard and work with databases and spreadsheets
* Exhibit high attention to detail and accuracy
* Be able to demonstrate excellent communication skills, both verbally and in writing
* Maintain strict confidentiality with all student data with due regard to data protection
* Be able to work proactively and communicate appropriately with staff, students, parents or carers and other third parties to provide professional, efficient and effective support
* Have a professional work ethic and commitment to raising standards in all areas of responsibility
* Consider the reputation and maintain the high standards of the school in all work and communications
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
* Undergo any training required in order to perform duties effectively
* Be able to maintain a calm and professional manner
 | Knowledge and understanding of the education sector and/or experience of working within a school environment |
| **Work-related Personal Requirements** | * The ability to work independently
* A helpful, flexible and positive nature and the ability to work well under pressure
* Very good interpersonal skills
* Excellent communication skills, office and ICT skills
* An understanding of GDPR
* Experience of data and information management systems and working with pupil data
* Commitment to our school vision and mission statement
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| **Other Work Requirements**  | Suitability to work with children |  |

# **ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF**

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

1 To implement the aims of the school

1. To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
2. To ensure the implementation of all school policies
3. To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
4. Actively to maintain order and discipline in the school as well as to reward good conduct
5. To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
6. To attend in-service training sessions as appropriate and work with advisory staff
7. To liaise with parents and governors as appropriate
8. To encourage a stimulating, secure, safe and attractive environment

10 Actively to support the school in a public forum

**ETHOS AND AIMS OF RANELAGH SCHOOL**

### Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with that Church at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

### Aims

1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.

2 To enable each individual to develop confidence and self esteem, and to encourage self reliance, self discipline and corporate responsibility both in school and in the wider community.

3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.

4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.

5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a life long process.

6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

**HOW TO APPLY**

**Please complete the online application form available via the school website: www.ranelagh.bonitas.org.uk**

**Please note that CVs cannot be accepted.**

**No agencies please.**