



# Saint Ambrose College

## Admissions Officer

### Job Description

(Please also see the separate Person Specification)

**Reports to:** Principal/Vice Principal

#### Job Purpose

To lead and manage all aspects of the College's admissions processes, ensuring they are efficient, compliant, and provide a positive experience for prospective students and their families. The postholder will play a key role in supporting the College's recruitment, transition, and engagement activities.

<b>Key Areas of Responsibility</b>	<b>Admissions Management</b> <ul style="list-style-type: none"> <li>• Oversee the end-to-end administration of admissions for Years 7–11 and Sixth Form.</li> <li>• Ensure all admissions processes comply with the School Admissions Code and School Admission Appeals Code, as well as relevant DfE and OSA guidance.</li> <li>• Maintain and apply the College's Admissions Policy fairly, transparently, and consistently.</li> <li>• Liaise with Local Authorities regarding coordinated admissions and allocation processes.</li> <li>• Manage all admissions enquiries, providing clear and timely communication to parents and stakeholders.</li> <li>• Maintain accurate records of applications, offers, waiting lists, and admissions data.</li> </ul>
	<b>Data, Reporting and Compliance</b> <ul style="list-style-type: none"> <li>• Produce and analyse admissions data, including application trends, entrance exam outcomes, and appeals statistics.</li> <li>• Prepare reports for the Principal and Governing Body.</li> <li>• Ensure compliance with statutory requirements, including Freedom of Information requests.</li> <li>• Maintain up-to-date knowledge of admissions legislation and best practice.</li> </ul>
	<b>Entrance Examination</b> <ul style="list-style-type: none"> <li>• Coordinate all aspects of the entrance examination process, including:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Managing online applications and communications with parents.</li> <li>○ Organising exam materials (internal and external), including proofreading and moderation.</li> <li>○ Arranging invigilation and marking.</li> <li>○ Working with the SENCo to implement appropriate access arrangements.</li> <li>● Record, analyse, and communicate examination results.</li> </ul>
	<p><b>Appeals</b></p> <ul style="list-style-type: none"> <li>● Manage the full appeals process in line with statutory guidance.</li> <li>● Develop and publish appeals timetables.</li> <li>● Coordinate Independent Appeal Panels, including recruitment and training.</li> <li>● Prepare documentation and support the College’s representation at hearings where required.</li> </ul>
	<p><b>Marketing and Engagement</b></p> <ul style="list-style-type: none"> <li>● Support the promotion of the College through: <ul style="list-style-type: none"> <li>○ Open Evenings and admissions events.</li> <li>○ School tours for prospective families.</li> <li>○ Admissions-related content on the College website.</li> </ul> </li> <li>● Coordinate the production of prospectuses, brochures, and options booklets.</li> <li>● Arrange advertising in line with admissions cycles and policy changes.</li> </ul>
	<p><b>Transition and Induction</b></p> <ul style="list-style-type: none"> <li>● Coordinate the transition process for new students, including: <ul style="list-style-type: none"> <li>○ Offer communications and onboarding materials.</li> <li>○ Liaison with feeder schools and parents.</li> <li>○ Collection and management of student data.</li> </ul> </li> <li>● Support the allocation of students into forms, houses, and teaching groups.</li> <li>● Contribute to induction events and parent communications.</li> <li>● Transition between key stages <ul style="list-style-type: none"> <li>○ Coordinate transition arrangements between key stages including managing the software associated with GCSE and A level options pathways</li> </ul> </li> </ul>

	<p><b>Sixth Form Admissions</b></p> <ul style="list-style-type: none"> <li>• Administer Sixth Form recruitment and admissions processes.</li> <li>• Coordinate Open Evenings, applications, and interview schedules.</li> <li>• Manage offers for internal and external applicants.</li> <li>• Oversee student enrolment in to the sixth form.</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the wider life of the College where appropriate.</li> <li>• Maintain confidentiality and handle sensitive information with discretion.</li> <li>• Engage in continuing professional development.</li> <li>• Comply with all Health &amp; Safety requirements.</li> </ul>
<p><b>Pastoral Care</b></p>	<ul style="list-style-type: none"> <li>• Follow all safeguarding protocols as outlined in the annual Safeguarding training &amp; Keeping Children Safe in Education.</li> <li>• Discuss problems faced by a student, or created by a student, and implement appropriate responses or referrals where necessary.</li> <li>• Work alongside others in the college to provide enrichment opportunities for students.</li> <li>• Liaise with external agencies and stakeholders as required to ensure students are well supported and can thrive at St. Ambrose College.</li> <li>• Build positive and professional relationships with students, parents and carers,</li> <li>• To apply college policies relevant to the role.</li> </ul>
<p><b>Ethos</b></p>	<ul style="list-style-type: none"> <li>• Contribute to a positive and inclusive whole school ethos to promote excellent outcomes for students.</li> <li>• To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad.</li> <li>• Role model the expected values and standards of the school.</li> </ul> <p>Take a leading role in College life to support the St. Ambrose College Mission Statement.</p>
<p><b>Other/General</b></p>	<ul style="list-style-type: none"> <li>• To support the daily life of St Ambrose College.</li> <li>• Be proactive in responding and reporting any issues as they arise with students.</li> <li>• Actively promote and support the mental health and wellbeing of all students and staff.</li> </ul> <p>The above list is not exhaustive, and all staff are also expected to undertake</p>

	any other reasonable duties requested by the Principal.
--	---