

School Name: Acklam Grange School

Post Title: Admissions and Appeals Officer

Responsible to: Executive Headteacher
Head of School
Director of Corporate Services

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

Job Purpose

To co-ordinate admissions and appeals in Acklam Grange School and potentially across the Trust to facilitate a systematic, efficient and effective process which serves the needs of individual academies within the Trust and promotes essential communication amongst key teams.

ADMISSIONS

- To receive and administer all transfer requests from the Local Authority
- Liaise with key personnel from neighbouring schools to negotiate managed transfers
- Arrange and hold initial and review meetings for all managed transfer students
- Arrange initial meetings for all straight transfers
- Liaise with key staff to set up appropriate student timetables
- Arrange and facilitate student induction
- Assign or act as a keyworker for transferring students
- Inform new staff of new students (Year Leaders, Faculty Leaders, Teaching staff)
- Maintain up to date waiting list for Year 7 from September to December
- Maintain up to date records of expected Year 7 admissions
- Liaise with the Local Authority regarding acceptance of new students
- Liaise regularly with the Deputy Headteacher (ARC) to discuss admission requests to enable a timely response to the Local Authority
- Liaise regularly with the Deputy Headteacher (ARC) to discuss managed transfers and outcomes for these students
- Request information from key staff prior to managed transfer reviews
- Liaise with SENCo, HLTA EAL and Child Protection Officer re admission of SEN, LAC and EAL students
- Prepare regular updates to SLT regarding student transfers

APPEALS

- Receive appeal forms and contact HBC with relevant information
- Arrange rooms and facilities for appeal hearings
- Liaise with HBC to ensure appeals run smoothly and are adequately resourced
- To be present at appeals to ensure they run smoothly

GENERAL ATTENDANCE SUPPORT

- Daily communication with the attendance team re admissions and appeals updates
- Clerk ARC Forum (SO meetings) and contribute to them with live transfer updates
- Attend and contribute to attendance forum/team meetings to ensure continuous and effective communication
- Maintaining records and instigating attendance visits for students on alternative provision pathways

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.