



**North East
Learning Trust**

**Local Academy Council, Admissions &
Exclusions Manager**
Applicant information pack

Local Academy Council, Admissions & Exclusions Manager

Grade 9, SCP32 – SCP34
£42,839 - £45,091 per annum FTE
37 hours per week, Permanent
Term time, plus 10 days

At North East Learning Trust our ambition is to continually improve the experiences and outcomes for all the 7000 children across our fourteen schools. We look to achieve this by supporting each school we sponsor on a journey towards excellence both in the view of Ofsted and as judged by performance outcomes, enrichment opportunities and the day-to-day experiences of students as learners and of staff as our employees.

We are looking for a highly motivated, enthusiastic and experienced Local Academy Council (LAC), Admissions and Exclusions Manager who will be required to work across and with all schools within our Trust delivering on our statutory requirements within governance, admissions and exclusions.

You will be based at our Peterlee Head Office with the ability to travel to all schools within our Trust and provides a flexible and agile approach to work.

You must be able to communicate with a wide range of stakeholders. No two days in a school are ever the same, multiply that by the number of schools and with our growth plans, you will then understand that this is a role that offers challenge and great opportunities. You need to be flexible, resilient and tenacious, possess excellent communications skills and be able to prioritise a demanding workload.

You should have a proven track record of strong organisational skills and a willingness to learn.

The successful candidate will:

- Have some experience/knowledge in/of school admissions, exclusions, or governor support such as agenda preparation and clerking.
- Be familiar with statutory guidance for admissions/exclusions and Trust/School governance.
- Have excellent organisational and administrative skills.
- Be able to translate panel discussions into outcome letters and minutes
- Demonstrate the ability to manage confidential information with integrity.
- Have effective communication and relationship-building skills.
- Show a proactive approach to problem-solving and process improvement.
- Commit to professional development and learning technical areas.

- Be self-motivated, resilient and able to work under pressure,
- Be able to effectively prioritise work and meet deadlines.
- Show willingness to undertake training to become fully competent in admissions and exclusions
- Have a flexible approach to work and be able to travel.

We can offer:

- Excellent working environment and ethos
- National Terms and Conditions of Employment (NJC Green Book)
- Access to Local Government Pension Scheme
- Term time working (plus 10 days)
- Up to one day paid Wellbeing Day
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year and wellbeing portal

Closing Date:

Friday 11 September 2026

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to debbie.redshaw@nelt.co.uk or by post to Debbie Redshaw, Chief Compliance and Organisational Development Officer, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post:	Local Academy Council (LAC), Admissions & Exclusions Manager
Responsible to:	Head of Governance & Administrative Services
Salary Band:	Grade 9, SCP32 – SCP34

Job Purpose:

The LAC, Admissions & Exclusions Manager ensures statutory compliance and effective coordination of admissions, exclusions, and LAC processes across the Trust.

Working under the direction of the Head of Governance & Administrative Services, the role supports governance functions and coordinates admissions, exclusions, policy management and governance administration to ensure compliance and high standards across the Trust.

Duties and Responsibilities:

Admissions Management

- Manage the normal admissions round and in-year admissions processes, liaising effectively with Headteachers, senior leaders, central Trust staff, parents and local authorities.
- Act as the main point of contact for admissions queries via email and telephone, escalating as appropriate through the admissions inbox.
- Coordinate and clerk admissions appeals panels for Multi Academy Trust partners and reciprocal arrangements for NELT, ensuring statutory compliance.
- Ensure sufficient clerks and governors are trained for admissions appeals panels.

Exclusions & Pupil Discipline

- Lead permanent exclusions workflow and statutory compliance, including careful tracking and analysis and reporting to the Chief Compliance and Organisational Development Officer.
- Organise and clerk pupil discipline panels for suspensions and exclusions.
- Quality assure documents associated with exclusion
- Produce accurate outcome letters to deadlines.
- Liaise with local authorities and other agencies as appropriate regarding exclusions
- Ensure sufficient governors are trained for pupil discipline committees.

Governance Support

- Coordinate and deliver work associated with the LACs
- Preparing Headteacher report templates and supporting documents.
- Arranging meetings, clerking/training clerks, and producing accurate minutes (including AI trial initiatives).
- Respond to governance-related queries and provide administrative support for governance meetings.
- Support governor recruitment and engagement activities.
- Maintain a database of governor training and the SCR for Governors, Trustees and Members.

Policy Coordination

- Manage and coordinate policies, with ownership of Admissions and Exclusions policies, ensuring any changes to statutory guidance are incorporated.
- Ensure policies are reviewed, updated, and published in collaboration with relevant stakeholders and updates:
- Liaise with the Communications department to ensure policies are published and accessible.

Quality Assurance & Compliance

Support internal audits and quality assurance processes related to admissions and exclusions.

Quality assure Governor Hub usage, including archiving older documents, professionally organising the platform and optimising communication channels.

Resilience & Backup

Provide backup support for governance and data protection functions when required. Assist with complaints handling and governance administration during peak periods.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and

safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Local Academy Council (LAC) Admissions & Exclusions Manager

	Essential	Desirable
Education/training	Development Commitment Willingness to undertake structured training to become fully competent within 6–12 months in: Admissions & Exclusions (development plan depending on experience)	
Experience	- Previous experience in school admissions, exclusions, or governance support. - Familiarity with statutory guidance for admissions and exclusions. - Familiarity with Trust or school governance	Previous experience in governance, policy coordination, or complaints handling.
Skills, Knowledge and Aptitude	- Excellent organisational and administrative skills, including letter writing and minute taking. - Ability to manage confidential information with integrity. - Effective communication and relationship-building skills. - Proactive approach to problem-solving and process improvement. - Commitment to professional development and learning technical areas.	- Experience of managing processes such as data protection including SARs, FOIs. - Understanding of Governance requirements within a Multi-Agency Trust and/or school or local authority setting.
Personal qualities	- Self-motivated and resilient - Able to work under pressure, prioritise work and meet deadlines - Committed to the principles of equality and diversity - Current valid driving licence and access to a car - Flexible approach to work and ability to work outside of normal hours if demand requires.	Ability to engage a range of audiences and persuade and influence stakeholders to embed an effective governance structure.

References

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.