

Admissions Administrator Job Description

Hours:	36 hours per week, term time only (39 weeks per year) Part-time or full-time applications considered
Salary:	Full time (TT0)- £28,858 per annum
Responsible to:	Director of Finance and Operations
Start Date:	September 2025 (there may be some flexibility on start date based on School's need)

Job purpose

To prepare and oversee the distribution of information to parents and carers in accordance with The Grey Coat Hospital Admissions Policy. Working closely with officers of the Westminster Council Admissions team, to record and process the application data, and, in due course, notify parents of the outcome of their applications. With the help of colleagues, order and prepare the papers for the various tests which form part of the admissions process as well as organising the scheduling and marking of these tests. Excellent communication, IT and administrative skills are needed for this post.

Specific responsibilities

- Keep up to date copies of the DfE 'School Admission Code of Practice' and 'School Admission Appeal Code of Practice'.
- To ensure the school website is maintained with up to date admissions information.
- To organise student recruitment events including open evenings, open mornings, school tours etc.
- To liaise with families of prospective students, helping to answer queries and signpost recruitment events.
- To lead in the arrangement of the language assessment test and banding test, taking place on the school site.
- Prepare and mark internal assessment tests and make the necessary arrangements for banding test materials to be purchased and marked externally.
- Prepare and send out letters to all successful/unsuccessful applicants.
- Sort applications according to the admissions policy.
- To liaise with Westminster Council Admissions Team about new student applications, enrolments and waitlists to the school.
- Create, enter and manage admissions on both Applicaa and the MIS database (currently SIMS).
- Process paperwork for applicants accepting places in to the school.
- To be responsible for the admissions appeals process including processing appeal paperwork and liaising with the external appeals partners.

- Issue and collate free meal information to parents
- Prepare basic statistical analysis of applicants.
- Ensure new students are set up on the cashless payment system and login details are forwarded to parents.
- To assist in the organisation and running of transition events.

Generic Responsibilities

- Cover reception and business support when required.
- Willingness to undertake first aid training and responsibilities when required.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos, work and aims of The Grey Coat Hospital.

Person Specification

Qualifications/Training – Essential requirement

- A level or an equivalent qualification and evidence of excellent numeracy, literacy and IT skills
- An understanding of working in a heavily regulated environment where staff and student confidentiality is essential
- A basic understanding of GDPR

Essential skills

- Excellent organisational skills and be able to adhere to deadlines
- Able to create and manage databases and be comfortable with new challenges
- The ability to relate well to children and adults
- Able to work independently as well as collaboratively and supportively with colleagues within, and outside, the organisation
- Be resilient and demonstrate the ability to work well under pressure.
- A willingness to work within organisational procedures, processes and to meet the required standards for the role
- Be committed to continual personal and professional development
- Be reflective and eager to learn from past experiences
- Be ready to ask for help when needed
- Have knowledge of the English education system

Knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people and a commitment to the protection and safeguarding of children and young people is required.

Desirable

- Awareness of relevant legislation and statutory frameworks relating to school admissions and appeals

We are a proudly diverse and inclusive community and encourage colleagues from all backgrounds to apply.

For further information including an advert, job description and application form, please refer to the links on our website www.gch.org.uk.

Please address any additional queries to: recruitment@gch.org.uk.

Interviews will take place in the week beginning Thursday 10th July 2025

Closing date for applications: Thursday 10th July 2025 at 9am

We reserve the right to close applications early if a suitable applicant has been found.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

