

Role title: Admissions Administrator

Reporting to: Admissions Manager

Role outline and accountabilities

The role of Admissions Administrator will be responsible for supporting the Admissions Manager with new admissions and leavers between all Pivot schools. The role will provide a first point of contact for staff, learners, their families and our partners for admissions.

Responsibilities

- To ensure all consultation paperwork is acknowledged, filed and shared with the appropriate staff within Pivot following the Pivot Admissions policy
- To work closely with the Admissions Manager to provide key data/information for Board level discussions and everyday information that may be required
- To support the Admissions Manager with any financial support where necessary including order forms and invoicing
- To ensure all administration procedures are followed for both new starters and leavers
- To ensure data collection, education and statutory paperwork/records are kept up to date and maintained
- To follow up with Local Authorities and Schools regarding any missing paperwork
- To maintain spreadsheets and other data collection forms
- To build and maintain key relationships with all our partnerships, providing a high level of customer service
- To provide key information in a timely manner to all admission enquiries
- To liaise and support Pivot staff with ongoing placements
- To attend admissions meetings and provide minutes from these and other meetings as and when required
- To ensure the confidentiality of each individual placement is adhered to
- To have a good understanding of the admissions process for both Pivot and nationally
- To have a good understanding of each Pivot provision with regards to admissions and placements
- To organise meetings and other diary tasks
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people
- To carry out any other duties as requested by your manager

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience in an administrative role • GCSE level of education or above 	
Knowledge and understanding	<ul style="list-style-type: none"> • Have a good understanding of the SEN Code of Practice • Knowledge of SEN learners and the language used in schools 	<ul style="list-style-type: none"> • Knowledge of Arbor and other education databases
Skills and abilities	<ul style="list-style-type: none"> • Excellent administration skills • Good IT skills • An ability to keep accurate and up to date records • Ability to work under pressure and meet deadlines • Superb organisation skills and the ability to prioritise independently • Good communicator both verbally and in writing to a variety of audiences • Able to communicate Pivot's ethos and values to a number of people including parents and other agencies • Able to handle confidential and highly sensitive information 	
Personal qualities	<ul style="list-style-type: none"> • Reliability and integrity • Adaptability to changing circumstances / new ideas • Commitment to the safeguarding of our learners • A commitment to inclusive education • Resilience and perspective • Empathy and respect towards others • Willing to work flexibly to support learners 	<ul style="list-style-type: none"> • Determination to succeed and the highest possible expectations of self and others