



**Ambitious  
about Autism**

# Admissions Officer

Job description, 2024

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# Job description

<b>Job title</b>	Admissions Officer	<b>Team</b>	Learner and Family Services Team
<b>Job band</b>	£26,642 - £32,474 (depending on skills and experience)	<b>Reporting to</b>	Admissions Manager
<b>Hours</b>	37.5 hours per week, 8:30am-5pm. Hybrid working.	<b>Line manages</b>	N/A

**Approved by:** Director of Education

**Updated:** May 2024

## Role purpose

This postholder will undertake the admissions and pre-entry assessment processes in accordance with the SEN Code of Practice for education establishments within Ambitious about Autism (AaA) and Ambitious about Autism Schools Trust (AaAST).

## Key accountabilities and dimensions

- Act as first point of contact for admission enquiries for **St John's College Brighton** from prospective parents/carers, their legal representatives, and Local Authorities.
- Determine basic eligibility of prospective learners on initial enquiry and decide on appropriate action required including:
  - Referral to Local Authority to initiate consultation
  - Review and recommendation of papers for review by the relevant Admissions Panel
  - Sign posting to sources of alternative provision
  - Keeping a register of all potential interest
  - Advising on visits to the education establishment
- Process applications with effective administration and monitor each individual admissions case by:
  - Liaison with parents/carers regarding their application;
  - Liaison with the relevant Local Authority, including providing fees information and description of services to representatives at all levels and following up decisions regarding funding of applications;
  - Writing letters of outcome of consultations
  - Liaison with solicitors, advocates and other professionals regarding applications and providing requested information and evidence to meet deadlines.
  - Liaison with key staff members within the educational establishment and Charity team.
- Create electronic and paper applicant records, maintain as confidential and update regularly to ensure the most current and accurate information is always available to the relevant Admissions Panel and to comply with General Data Protection Regulations.

- As required, coordinate regular meetings of the relevant Admissions Panel and interim meetings as deemed necessary or as directed by Head of School/College and assist with the Admissions Panel notes to capture actions.
- In all aspects of work show an understanding of the SEN Code of Practice and how it applies to the admissions process.
- As required, Coordinate Parent/carer Visits including:
  - Register of attendees for open days
  - Organisation of all logistics and resources including admissions information packs
  - Greeting visitors
  - Supporting tours and Q&A sessions as required **at St John's College**
  - Act as a lead contact for admissions for **St John's College**
- Maintaining accurate records through:
  - Efficient coordination of both admission and assessment processes to support the maintenance and increase of pupil/learner numbers across the services.
  - Communicating effectively verbally and in writing – the right information to the right people at the right time.
  - Work as part of the Admissions team towards the organisational targets for learner numbers.
- Coping with volume of dynamic work with tight timescales and need for confidentiality and discretion.
- Conducting in a professional, yet sensitive manner, telephone conversations and correspondence with parents.
- Need to be highly proactive to ensure best and most efficient outcomes for parents and the organisation.
- Self-management on a day-to-day basis, due to the nature of the role, but with required action on major issues referred to decision-maker as appropriate
- Demonstrate a commitment to data security and the principles of GDPR

### Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

# Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to degree level, or equivalent written and analytical skills.	X
2. Willingness to gain IPSEA (level 1) Introduction to SEND Law certificate.	X
3. Experience of dealing with potentially emotional callers and sensitive telephone conversations in a polite and professional manner.	X
4. Willingness to learn how students are funded including understanding of the Education and Skills Funding Agency.	X
5. Knowledge of Education, Health and Care plans	X
6. Have an understanding of autism and the special needs education environment	X
7. Experience of working in a busy office or call centre and with excellent interpersonal and customer service skills	X
8. Experience of prioritising a range of administrative tasks in an accurate, effective and timely manner	X
9. Experience of gathering and analysing information to make informed decisions	X
10. Excellent IT skills – Microsoft Office and particularly Outlook, email, calendaring, Excel, Word, PowerPoint, SharePoint and Teams.	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
12. Sensitivity to be able to be firm but fair with service users both face to face and on the telephone.	X
13. Be able to be emotionally resilient	X
14. Ability to work under pressure and to tight timescales	X
15. Attention to detail with strong finishing	X
16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 9<sup>th</sup> June 2024</b>
Candidates informed of outcome of application	<b>W/C Monday 10<sup>th</sup> June 2024</b>
Interviews (these will be conducted online via Teams)	<b>Friday 21<sup>st</sup> June 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.