



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Admissions and Exclusions Officer		
Base:	Central Office		
Reports to:	Admissions and Exclusions Manager	Grade:	S7 (SP 24 - 28)
Staff Responsibility for:	None	Salary:	£33,024 to £36,648 per annum
		Term:	Fixed Term (Maternity Cover) Full Time Full Year
Additional:	As assigned.		

JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

JOB SUMMARY

Provide support in discharging strategic and operational functions around school admissions, school appeals, exclusions and independent review panels.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Exclusions

Support the Admissions and Exclusions Manager in the following:

- 1.1 Support and challenge schools to ensure compliance in relation to the DfE Exclusions Guidance.
- 1.2 Support and challenge schools to ensure compliance by schools in relation to the Trust Exclusions Guidance.
- 1.3 Review and update Trust Exclusion Guidance and Checklist.
- 1.4 Support schools and LABs on all exclusion related matters.
- 1.5 Support Principals in the preparation and presentation of exclusion cases for the LAB meeting.
- 1.6 Provide advice to parents and families.
- 1.7 Ensure schools comply with DfE & Trust Guidance when communicating with parents on all exclusion related matters.
- 1.8 Collate all exclusion related data from schools and maintain an accurate database.

- 1.9 Produce an analysis on exclusions and share report with teams within the Trust to inform planning, prevention, intervention, support and challenge.
- 1.10 Support schools with in- year fair access panel process.

2. Admissions Support - Existing Schools

Support the Admissions and Exclusions Manager in the following:

- 2.1 Ensure compliance from schools in relation to the Trust Admissions Policy, including the determination of admissions arrangements for all schools.
- 2.2 Provide support when dealing with Councils, the Education and Skills Funding Agency and the DfE on all admission related matters.
- 2.3 Provide support when undertaking statutory consultation for admission arrangements, as required.
- 2.4 Oversee the implementation of admission arrangements (normal and in-year) by schools in accordance with Trust guidance and LA co-ordinated schemes.
- 2.5 Provide advice and guidance to schools in relation to requests for deferred admission and the admission of children outside the normal age group.
- 2.6 Provide advice and guidance to schools in relation to children missing education, elective home education, reduced timetable and deletions from roll.
- 2.7 Review, update and check the content of the admissions section on school websites and produce content where required.
- 2.8 Provide training, support, advice and guidance to SLT and school operational admission leads.
- 2.9 Provide support in ensuring schools provide all relevant information to enable the team to present robust cases for admission appeals.
- 2.10 Provide support in the production of appeal templates for schools.
- 2.11 Prepare and present robust cases for school admission appeals.
- 2.12 Maintain accurate data on admission and admission appeals.
- 2.13 Support the Trust in preparing responses for the OSA.
- 2.14 Support the reporting to the Trust on all existing school admission and other related matters.

3. Admissions Support - New Schools

Support the Admissions and Exclusions Manager in the following:

- 3.1 Support the development of new school admission arrangements in accordance with all relevant legislation and DfE Admissions Codes.
- 3.2 Implement the admission arrangements for the new schools.
- 3.3 Liaise with the Local Authority in relation to all aspects of admission in relation to the new schools.
- 3.4 Provide support in securing service level agreement for the administration of admission appeals.
- 3.5 Support with the preparation and presentation of new school admission appeals.
- 3.6 Present school admission appeals.
- 3.7 Provide training, support, advice and guidance to SLT and school operational admission leads.
- 3.8 Support with handover arrangements to school staff on all new school admission related matters.
- 3.9 Support the production of admission documents for the new school website.

3.10 Support the reporting to the Trust on all new school admission and other related matters.

4. Other Responsibilities

4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

4.3 Contribute to the wider life of the Trust and the Star community.

4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management.

5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade C or above).	E	✓	
2.	A Level/ NVQ Level 3 (or equivalent).	E	✓	
3.	Degree qualification (or equivalent).	D	✓	
4.	Working towards a professional qualification in a relevant area.	D	✓	
5.	Evidence of continuous professional development.	E	✓	
EXPERIENCE				
6.	3 years' administration experience within an education setting or Local Authority.	D	✓	✓
7.	Experience of analysing, preparing and presenting reports.	E	✓	✓
8.	Experience of developing, communicating and successfully implementing guidance and procedures.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Understanding of school exclusions and admissions.	D	✓	✓
10.	Ability to analyse and interpret legislation	E	✓	✓
11.	Outstanding communication skills to nurture effective relationships and understanding across a range of internal and external organisations.	E	✓	✓
12.	Outstanding organisational and interpersonal skills.	E	✓	✓
13.	Ability to effectively prioritise and manage conflicting demands under pressure.	E	✓	✓
14.	Ability to analyse and interpret information to support effective and robust decision-making.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	Ability to be flexible and able to respond effectively to new situations and queries.	E	✓	✓
16.	Excellent IT and computer software skills to produce reports, spreadsheets and databases.	E	✓	✓
17.	Understanding of relevant legislation and regulatory requirements underpinning education effectiveness.	E	✓	✓
18.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational/academies' developments.	E	✓	✓
PERSONAL QUALITIES				
19.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
24.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
25.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓