



Ribston Hall High School

Job Description

Admissions Officer

NCJ SCP 16-20, 24 hours per week, 41 weeks per annum

Annual Salary £30,518-£32,597 (pro-rata £17,858 to £19,505, based on + 5yrs service) – Pay award pending

Job Purpose

- 1) To manage the 11-16 Admissions processes throughout the year, including in year admissions
- 2) To manage the entrance test for admission to RHHS
- 3) To provide support to the exams team
- 4) To support the efficient running of the school by providing a professional and competent service of administrative support.

Main Duties & Responsibilities

1) Admissions

- Be responsible for Ribston Hall High School admissions process (11-16 only)
- Liaise closely with Entrance test provider / Testing Consortium in all aspects of admissions
- Manage data and process for entrance testing day
- Manage all aspect of the admission appeals process including liaising with parents
- Manage the Open Day events supported by the Marketing and Communications Officer
- Manage and liaise with parents for parent/student induction information meeting
- Manage the 'in-year' admission process in a timely fashion to maintain numbers on roll in year groups with waiting lists
- Undertake relevant administration in relation to the Admissions process to include:
 - Handling telephone and email enquiries from prospective student's parents, independently and in a timely and professional manner.
 - Process incoming applications and associated administration
 - Co-ordinate and manage the admission appeals process and associated administration
- To be the Initial point of contact for prospective pupils and parents providing detailed and accurate advice and information in a positive, timely and engaging manner ,upholding and portraying the profile, ethos and aims of the school
- To organise personalised tours and visits for prospective parents and pupils.

2) Administrative Support

- To support the administration of both the public and internal examinations for students who are entered by the school and any external candidates as directed by the Exams Officer.

Qualifications & Experience

- Experience of school admissions processes
- Excellent administrative skills and a good knowledge of office processes
- Excellent IT skills including the use of Microsoft office.
- Excellent communication skills and the ability to maintain confidentiality at all times
- Organised and efficient approach to work
- Ability to be resourceful and adapt tasks where appropriate



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- Ability to work under pressure
- Attention to detail
- Ability to work under own initiative and prioritise tasks as required.
- Experience of working in a school
- Experience of dealing with confidential/sensitive data and information

Supervision Required

Responsible to the Exams Officer or other member of staff as may be nominated by the Head Teacher.

Supervision Responsibility

- None

Principal Contacts

Headteacher, EA to the Headteacher, SLT, Teaching and Support staff, Students, Parents, Supply staff, visitors

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.