

Job Description – Admissions Manager

About the Employer

Carfax College provides a highly personalised education to pupils of various ages, the majority aged 14 to 19. The College offers flexible long-term and short-term tuition programmes in more or less all school and university subjects. The College is a registered examination centre and regularly prepares pupils for GCSE and A-level exams. The College also offers courses of preparation for school and university entrance and aims to provide any other academic support that pupils might benefit from individually.

RESPONSIBILITIES

Registrar

1. To act as the initial point of contact for all admissions enquiries, providing routine information regarding the admissions process to parents/carers and policies, referring more complex enquiries to the Head Teacher.
2. To maintain a waiting list for school places and apply the admissions criteria per school policy.
3. To issue routine correspondence/offer letters/information packs to parents regarding admissions following school procedures.
4. To meet prospective parents and organise school tours.
5. To create and maintain accurate pupil records and school roll information– including preparing registers, form lists, and emergency contact lists.
6. To undertake routine liaison with LEA Admissions Teams or equivalents,
7. Providing Admission reports as and when required.
8. Keep the College's official Admissions Register.
9. To support the Principal with admissions meetings.
10. To assist the Head Teacher and COO prepare information packs/prospectus.
11. To collate admissions data, produce routine reports, and prepare statistical returns regarding admissions.
12. To ensure all new pupil information is transferred to the College Dame on the point of admittance.
13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
14. To act as one of the Fire Warden Team.
15. Occasionally, support with cover or attendance requirements.

General Office

1. To support with answering phones and email as and when required
2. To support with a cover of main reception areas as and when required
3. Operates, and works to support compliance in relevant areas, with particular regard to DfE, Ofsted, JCQ, and UKVI requirements.
4. To support with scheduling tutors and pupils for their lessons

Tutors

1. Work alongside the Director of Studies to ensure that the tutor database is updated regularly.
2. Work alongside the Principal and the Director of Studies to ensure that all tutor systems are in place and updated.

The College is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to an enhanced DBS check.