



St James Church of England Primary Academy



Admissions Officer Job Description

Location: St James CE Primary Academy, Christchurch Rd, Bournemouth, BH7 6DW

Reports to: School Business Manager

Grade: NJC SCP 7-9

Hours: 24 hours/week, Term time only (39 weeks per year including inset days)

The Admissions Officer will lead and manage the school's admissions processes in line with statutory guidance and support the day-to-day running of the school office. The post holder is a key point of contact for prospective families and will ensure a positive, professional, and welcoming experience.

Main Duties & Responsibilities

Admissions

- a. Act as the main contact for admissions queries, guiding families through the application process.
- b. Manage all aspects of pupil admissions, including in-year transfers and reception intake.
- c. Ensure the school admissions policy is updated annually in line with Trust and legal requirements.
- d. Liaise with the Local Authority regarding pupil placements, EHCPs, and managed moves.
- e. Process all applications efficiently and fairly, ensuring accurate records are maintained.
- f. Prepare paperwork for appeals and attend appeal hearings when required.
- g. Manage waiting lists and ensure Arbor (or equivalent MIS) is kept up to date with pupil information.
- h. Oversee the transition process for new starters and leavers, including record transfers, Year 6 destinations and management of Missing in Education cases.
- i. Prepare and distribute admissions packs and letters.
- j. Lead the organisation of school tours, open events, and new parent meetings.
- k. Attend events as a key representative of the school office, providing a welcoming first point of contact.
- l. Keep school website up to date with admissions and other content as requested.

Administration

- a. Provide efficient front office support, handling phone, email and in-person enquiries.
- b. Support with pupil attendance systems, registers, and follow-up calls.
- c. Provide admin support to the management of pupil attendance.
- d. Process correspondence, forms, and reports as required.
- e. Update and maintain accurate pupil records.
- f. Support with visitor management and safeguarding checks.
- g. Support the organisation of school trips, clubs, and events.
- h. Administer first aid and medication (training provided).

- i. Supervise pupils who are unwell and contact parents as necessary.
- j. Assist with emergency procedures, including managing the Emergency Grab Bag if required.

General

- a. Attend and contribute to meetings as requested by the Head teacher or the Academy Trust and its Officers, including with contractors and parents where relevant
- b. To participate in training and other learning activities as part of and in addition to the performance management process, as is required or deemed necessary
- c. To be full conversant and comply with all Trust and local academy policies, with particular regard to child protection, safer recruitment, health and safety, finance and single equalities, reporting all concerns immediately to the appropriately designated person
- d. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher, their designated deputy or a Trust Officer

In all of these duties, the Admissions Officer will be aware and supportive of the Academy's Christian ethos, aims and values. It is expected that matters of confidentiality will be respected at all times.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

St James CE Primary Academy and the Diocese of Chichester Academy Trust, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Signed.....

Date.....

Print Name.....