



Job Description

Job Title:	Admissions and Transitions Coordinator
Reports to:	Admission and Transitions Manager
Department:	Executive
Salary:	£17,960.10 per annum (Term time - 38 weeks)

Overall Purpose

To support all aspects of the student admissions process including the administration and support of students' Education, Health and Care plan (EHCP) reviews and support the transition process of incoming and outgoing students. To monitor and support the actions arising from these processes, in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Admissions Administrator responsibilities:

Core Duties:

- Contribute to the departments operations in administering all aspects of the student recruitment, admissions, initial enrolment, bursary and transition processes.
- Provide administrative support in the planning, preparation, and outcomes of EHCP reviews including maintaining an annual cycle of reviews and liaising with external agencies or organisations as appropriate.
- Work with the Marketing team to support the student recruitment process, including promoting College links with external partners and providing support at transition events and Open Days.
- Assist with the preparation and co-ordination of course outlines.
- Support the progress of students preparing to leave the college through tracking and monitoring of agreed actions alongside the capture, monitoring and review of student destinations.
- Enable Parents/Carers to access the appropriate College staff and ensure they are directed to the correct support areas as necessary.
- Provide administrative support across the College as appropriate and in the absence of colleagues.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.

- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

Education & Qualifications

Attribute	Criteria	Evidence
A good overall level of general education with 5 GCSE passes or equivalent, including English and mathematics	E	App Form & Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Able to meet deadlines	E	App Form & Int
Ability to use data systems to input and retrieve data	E	App Form & Int & Activity
Experience of creating and developing formal documents	D	App Form & Int
Experience of working within an education setting	D	App Form & Int
Experience of working with young people with SEND	D	App Form & Int
Knowledge of Person Centre Planning (PCP) reviews	D	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Demonstrate a high level of IT literacy, competent in use of 'office' applications and navigating web-based interfaces	E	Int & Activity
Able to create reports to a high standard of written English	E	Int
Able to communicate effectively verbally and in writing with stakeholders	E	Int
Able to work as a team member as well as using own initiative	E	Int
Able to manage own workload and meet conflicting priorities	E	Int
Demonstrate a flexible in approach to dealing with and supporting students when required to do so in order that their voice is heard.	E	Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.