



Post Title	Learning Village Senior Administrator (leading on Admissions/Staff Recruitment)
School / Organisation	Avanti Services Ltd
Location	Bishop's Stortford (Avanti Grange Secondary School, Avanti Brook and Avanti Meadows)
Grade	Grade 6, £30,811 - £32,693 per annum, pro rata Approximately £27,299 - £28,967 per annum (0.88602FTE)
Hours	Full-time (37.5 hours per week)
Contract Type	Permanent
	Term time + 4 weeks (41 weeks)
Reports to	Business Support Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To be responsible for the management of school admissions procedures across the Learning Village.
- To liaise with the relevant agencies, including appeals and maintain an accurate waiting list for any over subscribed year groups.
- To be responsible for the administration of school level recruitment processes.

RESPONSIBILITIES OF THE JOB

Recruitment

- Responsible for administration of school level recruitment processes.
- Raising Authority to Recruit forms on Eploy
- Checking Adverts
- Preparing shortlisting schedules
- Liaising with candidates ahead of interviews for school specific questions
- Liaising with internal staff ahead of interviews to prepare interview day schedules to ensure smooth running of the day
- Offer submission on Eploy
- Liaising with HR
- School level staff induction
- Support for new staff with school systems during their first half term
- Organising recruitment fairs

Admissions

- To administer and support the admissions process for the school, working with the County Council and within the school's admission policies.
- Primary to Secondary admissions into year 7.
- Primary admissions into Reception
- In-Year admissions for Avanti Brook, Avanti Meadows Primary Schools and Avanti Grange Secondary School
- Support open evening/open morning/open afternoon events
- Manage communication with prospective and new parents, provide admission packs after National Allocation Day and support transition activities.
- Make arrangements for, and lead on, meetings and communications with regards to in-year admissions
- Provide reports about student mobility.
- Contribute to multi-agency meetings to ensure a localised waiting list is maintained by the school and adheres to the school's admission policies.



- To support the School's Appeals process:
 - Update yearly School Statement
 - Collate and provide documentation for Local Authority Appeals Hearings
 - Attending Appeal Hearings where appropriate
- Admissions Consultations – put forward and manage proposed changes to admissions policies, liaising with the School Leadership Team, Trust Governance Team and Local Authority.
- Monitor and record outcomes of all meetings attended.
- Be responsible for the accurate onboarding/off-boarding of students within the school MIS and any required follow-up actions.
- Be responsible for the accurate annual update of student and parent details held within the school MIS.
- Ensure compliance with DfE, Trust-wide and local authority policies and guidance on school admissions and maintain a good working knowledge of the School admissions code and fair access protocols.
- Provide school statistics to the Local Authority Admissions Team as required.
- Liaise with the Senior Leadership Team, SENDCo and relevant staff on all matters relating to school admissions.

General Responsibilities

- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.
- Ensure contact details of students, parents and contacts updated and accurate on Arbor
- Data Collection – Ensure that student detail requests made by parents are updated correctly and promptly. Organise annually for parents to check information held and ask that requests for updates made via Arbor parent portal.
- Assist the BSM in completing the census by providing accurate up to date data.
- Assisting staff and students with general queries and requests.
- To attend parent's evenings and open days/evenings as required.
- To attend relevant meetings and training sessions.

Senior Administration

- To line manage other admin/support staff as directed by the Head of School/ABSM and ensure they carry out their essential daily duties.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- To identify training needs of admin/support staff and organise appropriate development opportunities in liaison with your Line Manager.
- To support in the recruitment of admin/support staff as required.

Data

- Support the onboarding and enrolment of students within Arbor and other key Trust systems.
- Support the data for statutory returns, e.g. Census.
- To support the school in continuing to develop and maintain effective and efficient systems of work by attending data meetings organised by the leadership team.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.



PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to A level standard or NVQ3	X	
2.	Level 1 + safeguarding qualification		X
3.	Communicate clearly in English with all sections of the school community both orally and in writing.	X	
4.	Highly organised with good time management skills and the ability to work under pressure and independently	X	
5.	Adaptability and flexibility in working practices and the ability to use their initiative	X	
6.	A high degree of professionalism and confidentiality in their approach to work and tasks set	X	
7.	Displays commitment to the protection and safeguarding of children and young people	X	
8.	Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
9.	An understanding of basic health and safety requirements.	X	
10.	Present a good role model to students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>