
Great Oaks College

Job Description
Admissions and Provisions Coordinator

Grade: M3-M6 Inner London Pay Scale

Hours of work: Monday to Friday, variable hours as detailed below

Contract Type: Permanent

Grade: M3-M6 of the Inner London teacher pay scale

Hours: 8:30 – 16:00. The role will require you to attend some transition events outside of these working hours. Additional hours and mileage will be compensated.

Responsible to: Principal/Deputy Principals

Main purpose of the job

Duties**First line of contact to the college for admissions**

- Directing potential applicants to our events, prospectus and website.
- Liaising with Local Authorities, parents and carers, answering their queries and questions.
- Building relationships with feeder schools and colleges by sharing information about the college offer, tours, and deadlines.
- Arranging, managing and providing tours of the college

Managing Applications

- Maintaining a database of applications and their status within our admissions process.
- Informing applicants and Local authorities as to whether we can meet a young person's needs in line with the Sen Code of Practice.
- Ensuring the correct information and paperwork has been provided to enable a thorough assessment to take place.
- Managing consultation deadlines and requesting extensions if required.

Assessing potential Students

- Use individual paperwork to establish whether the college can meet an applicant's needs including their aspirations, academic, behaviour and regulation and therapy and health needs.

- Visit students in their current setting and gather information through observation of the students and discussions with professionals that currently work with them.
- Hold discussions with families and carers to gain further information as required.
- Establish which students will be required to attend an assessment day on site.
- Coordinate assessment days by inviting students and informing their current settings of the requirements based on the needs of the student.
- Establish which course the students would like to access or which course best fits their learning needs and aspirations.
- Use the information gathered in the assessment process, to identify the individual provision required for each student to enable finance to establish costings.
- Liaise with multi-disciplinary teams to complete assessments and finalise costings.

Coordinating the successful admission

- Liaise with multi-disciplinary teams to ensure all therapy equipment and individual health care plans are in place before a student starts their course
- Collect student enrolment information and share with the nurse, therapists and class teachers.
- Share student information with class teams.
- Ensure students have access to transition information and support including visuals, social stories, transition day and meet the team events.
- Support the preparation and attendance of tribunals.

Data Management

- Ensure student information is implemented and stored as per college policies.
- Maintain a data base of applications and their outcomes.
- Provide the Principal with annual reports that analyse and evaluate the data collected within our admissions process.
- Collect annual destinations information from past students, maintain a data base and create destinations report for the principal.

Managing events

- Attending Transition fairs with a member of the SLT to share information about the college.
- Coordinating and delivering college tours across both sites.
- Maintain information about the attendance of applicants to information evenings and events.



Other Duties

Any other duties to support the senior leadership team that are commensurate with the grade of the role.

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

A full, clean driving licence is required for this role.