



Admissions Enquiries Administrator

Salary from £22,000 to £23,000 per annum depending on experience and qualifications.

Term time 39 weeks per year, 35 hours per week.

We are seeking a proactive and committed individual to work alongside our admissions lead in delivering a high-quality admissions process to families and local authorities. The role requires someone with solid administrative skills, who can process consultations ready to be presented to the school's admissions panel ensuring that deadlines are adhered to.

We are looking for someone with the following attributes:

- A keen eye for detail;
- A methodical and diligent approach;
- Articulate and able to communicate both verbally and in writing to a wide range of individuals;
- Ability to work within deadlines/under pressure;
- Good communication skills;
- Ability to engage empathetically with families;
- Ability to engage proactively with local authorities and other schools; and
- A team player.

A knowledge of the SEN Code of Practice would be advantageous, as well as an understanding of autism, although not essential as training will be provided.

This role involves:

- Liaison with families, local authorities and schools around collation of documents
- Working with families to organise visits and open events
- Administrative support for assessments and reviews
- Maintaining spreadsheets and archive of consultations

Heathermount School provides an all-round education to meet the needs of students from the ages of 5-18 who have SEND with a primary diagnosis of Autism. Heathermount is a day school; we are well resourced and have excellent facilities set in 14 acres of land. Classes are small, and staff training is comprehensive.

We work hard to achieve the best possible outcome for our students and parents. The rewards are tremendous if you are motivated by improving the life chances of young people and want to have a positive impact on their family life and future development.

The school had a “Good” Ofsted inspection in Feb 2019 and in June 2021 achieved the prestigious Advanced Autism Accreditation status and was awarded with the Leading Parent Partnership Award and the Wellbeing Award for Schools.

We are a forward looking and ambitious school with a passion for making a difference to the lives and education of our young people and our hard working, talented staff.

Why work for us:

- A chance for you to be creative and have an impact on the learning of our students.
- To work alongside a friendly and passionate team of professionals.
- We provide a comprehensive CPD programme to aid you in developing your career further.
- To work in a setting that has achieved Advanced Autism Accreditation in July 2021.
- The chance to work in a school that received a “Good” Ofsted inspection in Feb 2019 and who aspire to achieve outstanding in the future.
- A competitive salary and contributions to your pension.

Benefits included:

- Performance related bonus
- Life Insurance cover @2 x your basic salary
- Subsidised lunches
- Employee assistance and well-being support and advice
- Free onsite parking
- Long service awards
- Cycle to Work Scheme

Heathermount is committed to safeguarding and promoting the welfare of its students. All positions are subject to receipt of a satisfactory Enhanced DBS check, Barred List check, online searches and 2 employment references.

If you would like to know more about the position or arrange a visit or an informal discussion, please don't hesitate to contact us.

At Heathermount we evaluate applications on receipt and may contact suitable candidates for interview before the closing date. Please note, the role will close as soon as a successful candidate is appointed so early application is recommended

Closing Date: 29/05/2024

Interview date: 5th -6th June 2024