**JOB TITLE: Admissions Manager**

**LOCATION: Home based ( region to be confirmed)**

**REPORTS TO: Senior Admissions Manager**

**Job Purpose**

To proactively manage the admissions and referrals for the Outcomes First Group Schools

**Responsibilities**

* Act as the first point of contact for all Local Authority communications relating to referrals and admissions and to oversee the referrals process from referral through to conversion, with the aim of achieving 100% occupancy whilst remaining sensitive to the operational needs of each setting
* To be responsible for and to respond promptly to each Local Authority / Parent referral maintaining an overview of all aspects of each referral, liaise regularly with the Principal/Headteacher
* To review and standardise referral documentation that ensures appropriate records are maintained e.g., gathering potential missing information, generating baseline data, evaluating the ability to meet need and if the school cannot meet need or place consider alternative OFG school
* To be responsible for maintaining accurate quality records on all stages of the referral process through effective use of the relevant MI system
* To facilitate and on occasions participate in the assessment of students. This may involve travel to the parents or carers home or current educational/care establishment.
* To build and develop business relationships with Local Authority Commissioners and liaise with key individuals to negotiate placement costs.
* To support the Principal/Headteacher with their Local Authority liaison activities, arranging and attending meetings as required
* To ensure School’s admission registers are accurately maintained
* Comply with the OFG’s commitment to the Safeguarding of the vulnerable young people in our care.

**Standard responsibilities:**

There are several standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to.

* Leads, manages, and participates in an annual performance review programme
* Works, always, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, always, strict rules of confidentiality appropriate to the post.
* To always comply with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Personal Specification – Skills and Competencies**

* Experience of working within an educational/care setting
* Experience of working with Local Authorities to plan and manage referrals into schools
* Strong project management skills. Including liaising with statutory authorities.
* Good inter-personal skills to maintain good relationships with the local community, statutory authorities, contractors, and staff.
* Driving Licence
* Competent in the use of MS Office including Word, Excel and Outlook

**Personal Characteristics**

* Able to plan and work on own initiative
* Must be honest, trustworthy, and reliable
* Able to satisfy DBS check that there are no impediments to working with children
* Empathy with young people particularly those with additional special needs
* Seeks opportunities for personal development
* Able to work under pressure and meet deadlines