**TRELOAR TRUST**

**JOB DESCRIPTION**

**POST**: Admissions and Funding Coordinator

# 

**ACCOUNTABLE TO: Head of Admissions, Funding and Contracts**

**LOCATION:** Holybourne

**Main purpose of job:**

To provide administrative support to the Head of Admissions, Funding and Contracts and the Admissions Assessment Manager in all aspects of student recruitment for Treloar School and College. This will include administrative support for current students when their needs and consequently their funding changes.

You will support, arrange and coordinate prospective student assessments, liaising with a range of internal departments. Including arranging agendas and taking minutes in internal meetings; ensuring applications and associated reports are available to internal staff to review.

Promote, develop and nurture internal and external stakeholder relationships. High quality professional relationship management with all external stakeholders, including SEN Commissioners and Social Care Commissioners will be of high priority.

**KEY RESPONSIBILITIES:**

* Coordinate Core Admission Panel (CAP) meetings and Admissions meetings; ensuring that appropriate agendas and minutes are prepared and distributed to relevant staff
* To arrange student funding reviews with MDTs as and when required and when funding changes occur for current students
* Coordinate and follow through student funded equipment requests at Admission point and liaise with the Student Pricing, Contracts and Funding Coordinator
* To support with the review of EHCPs at ‘initial enquiry’ to inform the CAP team
* To effectively support the CAP team with all administration for upcoming Tribunals; including reviewing the LAs Tribunal evidence and preparing the Tribunal evidence ahead of a Hearing
* Coordinate the Treloar Tribunal panel to support parents and staff with the process.
* Plan and coordinate new student assessments for prospective students and their families; to include bespoke timetabling and careful negotiation of staff diaries to avoid clashes, on behalf of the Assessment Manager
* Accurately maintain and update data management systems including Databridge and Caresys with relevant student information
* Maintain School and College ‘Class Lists’ spreadsheets for upcoming academic years and update as required ensuring their accuracy
* Develop a system for updating and notifying staff when funding has been agreed for a student; either new admissions or continuing students
* Deal with initial enquiries (via web/email/phone/face-to-face) from prospective students and their families, educational organisations, local authorities, and other related stakeholders
* Support the Head of Admissions, Funding and Contracts in regards to students returning to school or college after a period of illness; support with the reassessment and communication to internal MDTs; families; LAs and other external stakeholders as appropriate

Other duties

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

**Treloar Trust**

**HR Department**

**September 2019**

###### Person Specification – Admissions and Funding Coordinator

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| **MINIMUM** | **DESIRABLE** |
| **Qualifications**   1. Good general education to GCSE level or equivalent | 1. Educated to degree level 2. Additional Business/Marketing qualification (or working towards) 3. Institute of Leadership and Management Award |
| **Knowledge and Skills**   1. Excellent IT literacy and database management skills 2. Excellent communication skills (written and verbal and interpersonal skills 3. Good understanding of Education, Health and Care Plans 4. Good understanding and experience of funding for SEN 5. Excellent IT skills including significant experience with MS Office and understanding of database and CRM principals 6. Experience of successfully working to deadlines 7. Understanding and commitment to Equal Opportunities and Safeguarding in an educational environment 8. Highly motivated with high standards for presentation, accuracy and reliability 9. Ability to work to strict deadlines and (tactfully) ensure that others understand and comply with such deadliness 10. Ability to act on own initiative 11. Ability to innovate and present a pro-active and adaptable approach 12. Demonstrable mathematical aptitude and ability to understand financial formulae or willing to learn. 13. Experience of leading meetings 14. Ability to positively influence and persuade people 15. Ability to compose professional letters and external correspondence to a high and appropriate standard |  |
| **Experience**   1. Proven administrative experience, preferably within an education environment or within a Local Authority funding environment 2. Experience of successfully working to strict deadlines 3. Experience of taking minutes 4. Experience in proof reading and report writing | 1. Previous experience within a marketing student recruitment or customer relations role |
| **Personal qualities**   1. Attention to detail 2. Able to work well under pressure 3. Able to work as part of a team and/or independently 4. Organised and able to respond well to varied and changing workload 5. Able to relate to others at all levels with excellent communication and customer service skills 6. A commitment to promoting and   safeguarding the welfare of students   1. Ability and willingness to work flexibly when required 2. Dependability 3. Proven tact and diplomacy skills 4. Able to deal with people with sensitivity and good humour, at all levels 5. Motivated and able to take the initiative 6. Able to remain calm under pressure 7. Total discretion/Confidentiality |  |
| **Physical Requirements**   1. Must be able to cope with physical demands of the job 2. Smart, professional appearance |  |
| **Personal Circumstances**   1. Willingness to work unsociable hours as the job demands 2. Willingness to travel as and when required 3. Willingness to undergo training in response to changing technology/routines |  |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Disclosure and Barring ServiceCheck along with other relevant employment checks | |

**Hours:** 36.5 hours per week (full year)