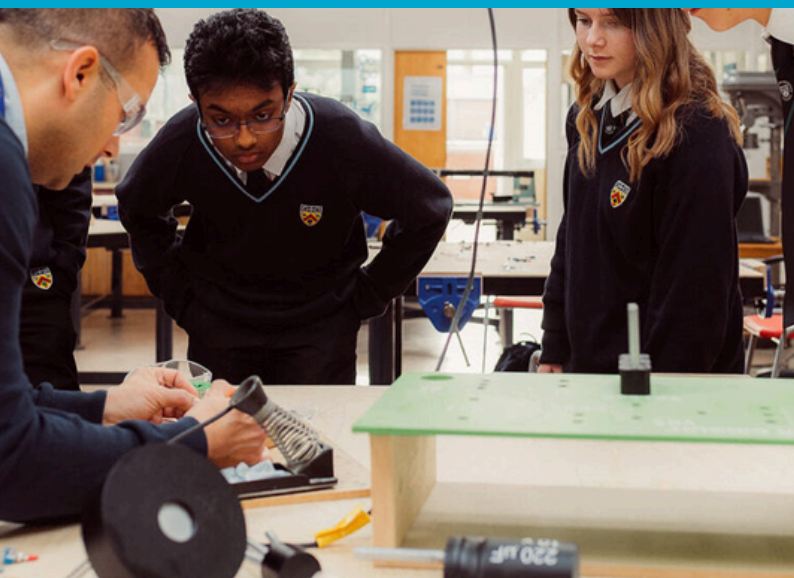




# Admissions and Transition Officer

Recruitment pack - May 2024



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

“ Inspiring lives through learning





# Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “*a harmonious school*”.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a large library, modern spacious English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. Our positive Progress 8 score of +0.52 places Bournside in the top 16% of schools nationally for academic progress. In their 2022 report, OFSTED commented on the “*strong sense of community for both staff and pupils*” and that “*pupils are ready for learning and engage well with teachers and other adults.*” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

**Steve Jefferies**  
Headteacher



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## Overview

# Admissions and Transition Officer

**Start date:** Wednesday 21st August, 2024 (+ handover week/s in July tbc)

**Grade/pay scale:** H14 - 20

**Actual salary:** £23, 834 - £27,330 Based on: £27,334 - £30,296 F.T.E

**Contract:** 37 hours per week, 41 weeks per year, permanent

(term time plus INSET + 2 weeks during school holidays, incl last week of Aug)

**Working pattern:** Monday to Thursday, 8am – 4pm, Fridays 8am – 3.30pm (flexible)

**Responsible to:** Marketing and Communications Manager & Assistant Headteacher

## Purpose

A rare opportunity has arisen to join the Business Centre as **Admissions and Transition Officer** at Cheltenham Bournside School. Admissions plays a crucial role in welcoming new students and their families to our school, ensuring a seamless and supportive transition into our school community. If you are passionate about education and a skilled administrator and enjoy working with processes, we invite you to apply for this exciting opportunity.

Reporting to the **Marketing and Communication Manager** and working closely with the **Assistant Headteacher (Pastoral)**, **Head of Sixth Form** and the wider **Senior Leadership Team**, the successful candidate will be responsible for overseeing all aspects of school admissions in line with both school and local authority policies, ensuring a smooth and efficient process for incoming students across all year groups. They will also share our ambitions for our students and be motivated to help students and their families have the best experience of transitioning to our school.

**Closing date: Monday 3rd June, 2024 at 9.00am**

**Apply online: [www.bournside.gloucs.sch.uk/school-information/careers-at-bournside](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside)**

*Please note - We reserve the right to interview and appoint prior to the closing date.*



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## Job description

# Admissions and Transition Officer

*We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.*

## Admissions

### Whole school

- Act as the outward facing, friendly figurehead for all school admissions and the internal expert for admissions
- Oversee all admissions in line with school and local authority (LA) policy
- Coordinate Year 7 September admissions
- Coordinate in-year admissions (all year groups), briefing relevant staff
- Maintain oversight of pupil numbers and manage the admissions waiting list
- Maintain, update and share the Admissions activity calendar with relevant staff
- Oversee student transfers in accordance with school and LA policy
- Undertake all administrative preparations for admissions appeals
- Coordinate in year Admissions tour requests and lead school tours when appropriate
- Coordinate Tutor Group and House group allocations
- Act as front of house at Open Evenings (x 2 evenings per year) and new Y7 Parent Evening (x1)
- Keep admissions packs up-to-date
- Inform LA of new pupils and start dates
- Oversee consultation process for new Admission arrangements if/when necessary
- Maintain oversight of the Admissions and Transition sections of the website
- Communicate with local primary schools and service providers to organise recruitment events

### Sixth Form specific

- Coordinate Year 12 September admissions
- Act as first point of contact for communication with potential Sixth Form applicants and their families.
- Lead administration of Sixth Form recruitment, enrolment and induction processes (e.g. overseeing and reporting on applications, scheduling interviews, issuing offer letters, assist with the organisation of induction day, assisting with enrolment on GCSE results day/final week of August).



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- Maintain up-to-date applicant information
- Maintain oversight of the Sixth Form section of the website, keeping information up-to-date
- Communication with applicant schools and service providers to organise recruitment events

### **Transition/Induction**

- To assist with the planning and coordination of Year 6 into Year 7 Transition (Transition Week in July) with the Assistant Headteacher (Pastoral)
- To assist with the planning and coordination of Year 11 into Year 12 recruitment and induction with the Head of Sixth Form and Marketing and Communications Manager
- To work alongside Marketing and Communications to deliver a programme of Transition communications to facilitate a smooth September start
- To assist with additional events, taking a long term view of Transition (e.g. Year 5 School Production visits, departmental open events)

Plus any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

*This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*



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## Person specification

# Admissions and Transition Officer

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Post 16 qualification - A Levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A higher level professional qualification in a relevant area (E.g. Business, Marketing, Education)</li> </ul>
<b>Experience, understanding and knowledge</b>	<ul style="list-style-type: none"> <li>Experience of delivering excellent customer service within an office environment</li> <li>Competent user of Microsoft Office (Word, Excel, SharePoint)</li> <li>Experience of managing data</li> <li>Experience with Bromcom or similar MIS system</li> <li>Ability to interpret and present full and accurate information, both verbally and in written format, in a clear manner.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Experience of working with the Local Authority</li> <li>Understanding of the process of admissions and in year admissions</li> <li>Understanding of the School Admission Code</li> <li>Understanding of child protection/safeguarding (training will be given)</li> </ul>
<b>Personal qualities</b>	<p style="text-align: center;"><b>Ambition</b></p> <ul style="list-style-type: none"> <li>Shows enthusiasm to excel in their role.</li> <li>Takes initiative to identify and pursue opportunities for growth and improvement.</li> </ul> <p style="text-align: center;"><b>Curiosity</b></p> <ul style="list-style-type: none"> <li>Possesses a natural curiosity and desire to learn new things.</li> <li>Approaches challenges and opportunities with an open and curious mindset.</li> </ul> <p style="text-align: center;"><b>Pride</b></p> <ul style="list-style-type: none"> <li>Punctual and reliable.</li> <li>Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines.</li> </ul> <p style="text-align: center;"><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives.</li> <li>Is committed to serving the needs of students, parents, and the school community with purpose and intentionality.</li> </ul> <p style="text-align: center;"><b>Respect</b></p> <ul style="list-style-type: none"> <li>Shows empathy and understanding towards the needs and perspectives of others.</li> <li>Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment.</li> </ul> <p style="text-align: center;"><b>Support</b></p> <ul style="list-style-type: none"> <li>Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources.</li> <li>Provides encouragement and support to students, colleagues, and parents to help them achieve their goals.</li> </ul>	<ul style="list-style-type: none"> <li>These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community.</li> </ul>





## Supporting information

# Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

### Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

### Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options, access to National Online Training resources, regular CPD breakfasts, departmental development time, focused workshops, and time for performance management and review.

We are also happy to discuss support to complete further academic study and professional qualifications.

## Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



*"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023*



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## Support staff

# Employee Benefits

Please speak to the HR team about our full range of benefits.

### Lifestyle and wellbeing

- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement/term time only working options
- Free one-to-one wellbeing support
- Onsite parking facilities and cycle storage
- Salary sacrifice electric car leasing scheme
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Staff social events
- Onsite catering (8.00am - 1.30pm daily).

### Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights.
- Provision of all necessary IT equipment.



Lottie, our School Therapy Dog



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**We are:**

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



**“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”**

**“strong sense of community for both staff and pupils”**

**“the school curriculum is ambitious”**

**“inclusive environment”**

**- Ofsted, 2022**



**“**Inspiring lives through learning