

HAYDON SCHOOL
**JOB DESCRIPTION – ADMISSIONS AND EDUCATIONAL VISITS
COORDINATOR**

Post Title	Admissions and Educational Visits Coordinator
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	Office Manager
Purpose of the Role:	<p>To manage the full admissions process for our secondary and sixth form intake, ensuring a smooth, welcoming and efficient experience for prospective students and families.</p> <p>To coordinate all educational visits, trips and off-site activities across the school, ensuring they are planned, risk-assessed and delivered to the highest standards of safety, organisation and enrichment.</p> <p>To coordinate the school's work experience programme, liaising with employers, staff, parents and students to arrange placements, complete risk assessments and ensure safeguarding requirements are met.</p>
Liaising with:	Internal and External Stakeholders
Working time:	37 hours / 52 weeks per year - Full time & full year position
Salary/Grade:	Scale 5, P12 to P15 (£32,533 - £33,985)
Disclosure level:	Enhanced
Key responsibilities:	<p>Admissions</p> <ul style="list-style-type: none"> • Manage the end-to-end admissions process for secondary and sixth form entry, ensuring that applications are processed accurately and within statutory deadlines. • Act as the first point of contact for prospective students, parents and carers, providing clear information and guidance on admissions policies and procedures. • Administer all aspects of admissions paperwork and systems, including application forms, waiting lists, appeals and student records, ensuring data is accurate and secure. • Ensure compliance with the School Admissions Code, local authority requirements and other statutory guidance, keeping policies and procedures up to date. • Coordinate and support admissions-related events, such as open evenings, induction days and transition activities, to promote a positive experience for applicants and families.

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	<ul style="list-style-type: none"> • Organise and facilitate the student induction room for new students • Prepare reports, statistical returns and analysis for senior leaders, governors and the local authority, supporting strategic planning and accountability. • Liaise with colleagues across the school, local authority admissions teams and external agencies to ensure a smooth and effective admissions process. <p>Educational Visits</p> <ul style="list-style-type: none"> • Lead and oversee the organisation of all educational visits, trips, residentials and overseas, ensuring they are planned, approved and delivered safely and effectively. • Administer the full cycle of trip organisation, including booking transport, accommodation, insurance, visas and liaising with staff, parents and external providers. • Ensure all visits comply with statutory requirements, Department for Education (DfE) guidance, and local authority/school policies on health, safety and safeguarding. • Develop, review and update the school's educational visits policy and procedures, ensuring staff are trained and supported in their responsibilities. • Carry out and/or oversee and quality assure risk assessments for all visits, offering guidance to trip leaders and ensuring documentation is accurate and up to date. • Maintain accurate records of all visits, including parental consent, medical information, safeguarding considerations and post-visit evaluations. • Carry out all responsibilities for the school minibuses as described in the school's minibus policy • Act as the school's point of contact for external bodies (e.g. local authority, tour providers, insurers), and provide regular reports to senior leaders and governors on compliance and outcomes. <p>Student Work Experience</p> <ul style="list-style-type: none"> • Lead and coordinate the school's work experience programme, ensuring all placements are planned, approved and delivered in line with statutory guidance and safeguarding requirements. • Act as the main point of contact for employers, parents, carers and students, building positive relationships to secure and maintain a range of high-quality placement opportunities. • Administer all aspects of the work experience process, including applications, consent forms, medical details, and employer agreements, ensuring accurate records are
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	<p>maintained.</p> <ul style="list-style-type: none"> • Carry out and/or oversee risk assessments for placements, checking health and safety, insurance and safeguarding compliance with relevant legislation and school policies. • Provide guidance and support to students before, during and after placements, ensuring they understand expectations and reflect on the skills and experiences gained. • Monitor, evaluate and review the effectiveness of the work experience programme, reporting outcomes and recommendations to senior leaders and governors. • Work closely with the Careers Leader and pastoral staff to align placements with students' aspirations, ensuring opportunities support the school's wider careers education strategy.
Staff Development	<ul style="list-style-type: none"> • To take part in training as needed • Take part in cross training in roles and responsibilities across teams and perform these roles as required
Quality Assurance:	<ul style="list-style-type: none"> • To ensure that this maintained at all times
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information
Communications:	<ul style="list-style-type: none"> • To communicate with both internal and external stakeholders to perform the role as defined
Additional Duties:	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>To perform one daily duty of supervising students across the school site.</p> <p>To act as first aider and fire warden</p>

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

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This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

AUGUST 2025

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PERSON SPECIFICATION

Qualifications

Essential:

- Good A level results or equivalent.

Desirable:

- A degree level education, relevant to the role.
- First Aid at Work qualification (or willingness to obtain).

Knowledge & Skills

Essential:

- Understanding of safeguarding requirements in an educational setting.
- Ability to lead and motivate teams to achieve high standards.
- Excellent organisational skills — able to prioritise, plan and manage multiple tasks.
- Strong IT skills (Microsoft Office, Google Workspace, electronic records, email, site management systems).
- Positive, solution focused, can do attitude
- Ability to improve existing practice

Experience

Essential:

- Confidentiality

Desirable:

- Similar experience in a secondary school setting.
- Customer service experience.
- Experience of managing improvement projects from inception to completion.

AUGUST 2025