

JOB DESCRIPTION

Job Title:	Referrals, Admissions & Home Tuition Co-ordinator	Job Ref:	FC051
Service:	Foundry College	Reports to:	Deputy Headteacher
Grade:	5	Salary:	SCP 12-17 pro rata
Employment Status:	Permanent	Hours of Work:	37 hours per week, Term Time Only
The Heart of Our Mission Foundry College is more than a school; it is a sanctuary for approximately 60 young people with complex Social, Emotional, and Mental Health (SEMH) needs. We are looking for a Referrals, Admissions & Home Tuition Co-ordinator who is ready to be the "face and voice" of our provision. This is a multi-faceted role designed for someone who is as compassionate as they are organised. You will manage the vital gateway to our provision, ensuring that every young person's transition into our care—whether in-person or through our home tuition program—is seamless, supportive, and efficient.			
Why This Role is Unique Unlike a standard school office role, you will be a key player in pupil welfare. Alongside core admissions, you will act as our Home Tuition Co-ordinator, bridging the gap for pupils who cannot currently attend the physical site due to medical			

Key Responsibility: Home Tuition Co-ordination

- Co-ordinate the scheduling and allocation of tutors for pupils receiving education at home.
- Act as the central link between home tutors, families, and the college's pastoral team to ensure no child falls through the gaps.
- Maintain accurate records of home tuition hours and engagement levels, ensuring Foundry College has a 360-degree view of the pupil's journey.

Core Admissions & Referrals

- Lead the administration of pupil referrals, ensuring all documentation is meticulous from the first point of contact to the pupil's first day.
- Attend and minute high-stakes admissions meetings, capturing key actions that directly impact a child's educational pathway.
- Provide a warm, non-judgmental, and professional welcome to families, external agencies, and visitors in a busy SEMH environment.
- Maintain and develop both electronic and manual records with an unwavering commitment to data protection and confidentiality.

Are You the Perfect Fit?

We are looking for a "people person" who thrives under pressure and possesses:

- The ability to communicate with a broad demographic, including young people in crisis and stressed families, with calm and empathy.
- Mastery of IT systems (Word, Excel, Outlook) and the ability to learn school-specific MIS systems quickly.
- The confidence to manage the Home Tuition schedule and admissions pipeline independently while being a supportive "fun" member of our office team.
- An eye for detail that ensures our safeguarding and administrative records are always "exceptional."

How to Apply & Safer Recruitment

Foundry College is committed to safeguarding and promoting the welfare of children. This role is subject to an Enhanced DBS check and rigorous pre-employment screening.

Your personal statement should not just list your tasks. We want to hear about your impact. Please detail your experience in handling sensitive data, managing complex schedules (like the Home Tuition element), and how you maintain a positive environment in a high-pressure setting. Please provide a full, gap-free employment history since secondary education as part of your application. Interviews may take place prior to the closing date for the right candidate.

Transport

- You must be able to meet the travel requirements of the post.
- Hold a full UK driving licence

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	Essential	Desirable
Qualifications:		
5 GCSE Level (A-C) to include English and Maths, or equivalent, or appropriate experience	√	
Knowledge of Local Government Procedures		√
Experience:		
Experience of working in a school / college environment		√
Experience of admissions systems		√
Professional Skills and Attributes:		
Good general communication skills	√	
Good telephone manner	√	
Good organisation skills – ability to prioritise workload	√	
Tact, diplomacy, confidentiality and sensitivity are paramount to this post	√	
Ability to use Microsoft Office to an intermediate level including a good knowledge of Excel	√	
Ability to work with little supervision, but also as part of a team	√	
Personal Qualities:		
A flexible approach to work	√	
A sense of responsibility	√	
The ability to remain calm in stressful situations	√	
A sense of humour	√	
Special Factors:		
The post holder must possess a driving licence and have access to a vehicle for which mileages allowances will be paid.	√	