

Barnet Education and Learning Service



Primary Admissions Officer (Part time)

Barnet Education & Learning Service (BELS)

Closing date: 03/10/2025

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Welcome to Barnet Education & Learning Service (BELS)

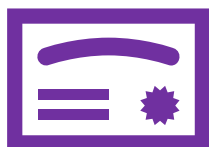
About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.

Our Values and Behaviours



Contact Officer: Ferzana Arif
Department: School Admissions
Telephone: 020 8359 3151

Dear Applicant,

Post: Primary Admissions Officer

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/Recruitment/Barnet-Education-&Learning-Service-London)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

The closing date for applications – 03/10/2025 and Time 5.00pm
Interviews will be held – 17/10/2025 (TBC)

If you would like to discuss this position on an informal basis, please contact me at: ferzana.arif@barnet.gov.uk (e mail) or 020 8359 3151 (landline) or 07908 128 228 (mobile). Or if you would like to talk to someone else in our team please email: bhavna.naker@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully

Ferzana Arif
Admissions Team Manager & School Place Planner
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: ferzana.arif@barnet.gov.uk
Tel: 020 8359 3151

Job Title: Primary Admissions Officer (Part-time, Permanent)
Working Hours: 21.6 hours per week
Salary: £36,585 to £40,182 per annum fully inclusive (pro rata)
Actual Salary for 0.6 FTE - £21,951 - £24,109
Expected Start date: 17/11/2025.

Are you passionate about helping families and ensuring every child gets the best start in education? At BELS, we're seeking a dedicated, detail-orientated **Primary Admissions Officer** to join our high-performing Admissions Team.

- As a Primary Admissions Officer for BELS, your daily work will be varied, fast paced and focused on delivering an excellent service to families and schools. You will manage school applications for children starting Reception Class ensuring they are processed accurately in line with the statutory framework and deadlines. You will respond to enquiries from parents, carers, schools and professionals via phone, email and in person, offering clear guidance and support. You will maintain and update admissions databases, ensuring data is accurate, secure and compliant with GDPR. You will collaborate with colleagues across the Admissions Teams in Barnet and other boroughs, as well as wider BELS and other stakeholders to ensure a joined-up service.
- In this challenging opportunity you will need excellent communication skills, both written and verbal with a calm professional manner, strong organisational skills and the ability to manage deadlines under pressure, attention to detail particularly when handling data, IT proficiency and confidence to use databases, spreadsheets and digital systems and a customer-focused mindset committed to delivering a high-quality, solution-focused service.
- This role offers purposeful work, a supportive team culture, work-life balance, flexible working and a strong foundation for progression within education services, school place planning, or wider local authority roles. You'll gain valuable experience in statutory processes, stakeholder engagement, and data management; all highly transferable skills for future career development.

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools and settings.

Successful candidates will be joining a creative and highly skilled team that is well-regarded and valued by schools and services across Barnet. You will benefit from a supportive senior leadership team committed to promoting the wellbeing of staff and work-life balance, ongoing training and development.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/recruitment)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

For more information about our team, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](#)

For an informal discussion about the post, please contact:

Ferzana Arif

Admissions Team Manager and School Place Planner

ferzana.arif@barnet.gov.uk

Closing date for applications: 5pm 03/10/2025

Interview date: 17/10/2025 (TBC)

Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

Section A: Specific Role Profile

1. CONTEXT AND PURPOSE OF JOB

1.1 The Admissions Team is primarily responsible for coordinating the normal round and in-year admissions processes; securing suitable placements for challenging and vulnerable children under the Fair Access Protocol; preparing for and representing Barnet Council at school admission appeal hearings; assessing mainstream home-to-school transport eligibility; tracking and monitoring applications and allocation of school places to identify children potentially missing education. These are complex areas of work which are heavily regulated through statutory guidance issued by the DfE including the School Admissions Code, the School Admissions Appeals Code, the Home to School Travel and Transport Guidance, and the Children Missing Education Guidance.

1.2 The postholder will:

- Lead the day-to-day management of the annual coordinated primary school admissions cycle, ensuring it is high quality, efficient, and fully compliant with relevant legislation and local policy.
- Act as the first point of contact for expert, accurate information, advice, and support on primary school admissions for parents, pupils, schools, and colleagues. Handle all enquiries in a clear, consistent, professional, and supportive manner.
- Support the development and maintenance of robust service standards and practices that reflect best practice in managing primary school admissions. Ensure full compliance with statutory frameworks and local policy, including the latest Admissions Code, Appeals Code, and the In-Year Fair Access Protocol.
- Work collaboratively with colleagues responsible for Fair Access and school admission appeals to ensure the Council delivers an efficient, robust, fair, and transparent Appeals Process and Fair Access scheme.
- Work in partnership with other BELS teams, Barnet Social Care and wider Council services, other Local Authorities, and a range of external agencies and professionals to ensure the delivery of a coordinated, transparent, and child-centred admissions service. Safeguarding and promoting the wellbeing of children must remain central to all decision-making and service delivery.

2. ROLE SPECIFIC ACCOUNTABILITIES

2.1 **Manage the end-to-end operations** of the primary school admissions service, ensuring high standards of quality, efficiency, and legal compliance.

2.2 **Provide expert, clear and timely advice and support** on primary admissions to parents, pupils, schools, and colleagues, acting as the first point of contact for enquiries.

- 2.3 **Support the review of policy and procedure development**, to ensure it remains aligned with service standards, the School Admissions Code, other relevant legislation and best practice.
- 2.4 **Contribute to the annual consultation process** on school admissions policies, offering professional advice and delivering training where required.
- 2.5 **Identify pupils for placement** under the In-Year Fair Access Protocol and prepare documentation for Fair Access Panels.
- 2.6 **Monitor service delivery and outcomes**, ensuring processes remain legally compliant, customer-focused, and meet performance targets.
- 2.7 **Maintain effective partnerships** with schools, other local authorities, and a range of other professionals and external agencies to support coordinated admissions and in-year placements.
- 2.8 **Foster professional relationships** with schools to ensure clear communication around admissions policies, procedures, and timetables, and to support the transition to online admissions systems.
- 2.9 **Support, advise and where appropriate challenge** headteachers, school staff, council officers and parents on issues related to the statutory school admission and appeal process.
- 2.10 **Promote a caring culture** where communications with parents are met with a professional, timely and personal approach.
- 2.11 **Support the creation and distribution of admissions communication materials**, including handbooks, leaflets, and guidance notes for parents.
- 2.12 **Maintain and develop enhanced skills and knowledge** of the Council's Synergy Admissions and Transfers system, the Synergy web-based modules including the School Access Module (SAM) and Parent Portal, the Pan-London Register and e-Admissions system the London Grid for Learning Support site and other relevant admissions software systems.
- 2.13 **Engage with ICT systems**, support systems for the Admissions Service. Ensure the systems are employed effectively and appropriately by all stakeholders to optimise the efficiency of the school admissions process.
- 2.14 **Ensure data accuracy and integrity**, maintaining up-to-date pupil and admissions records, managing data imports/exports securely, and complying with Council data protocols.
- 2.15 **Establish and maintain effective working relationships** with schools and internal teams, including the Children Missing Education Officer and the Education Welfare Team,

to ensure the timely collection and verification of pupil-level data required for the accurate tracking and management of school admissions.

2.16 **Prepare statistical reports and monitoring data** to support service planning, school engagement, and statutory reporting.

2.17 **Deliver training and represent the service**, providing specialist advice and participating in events aimed at information sharing and professional development.

3. Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

4. Barnet Education & Learning Service's Commitment to Equality

Barnet Education & Learning Service's is committed to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services Barnet Education & Learning Service delivers.

Section B: Person Specification

Post Requirements	Criteria
Professional qualifications and memberships	Recognised relevant professional qualification and / or equivalent experience and skills relevant to school admissions.
Education	Educated to a minimum of Level 3 (e.g. A-levels) or equivalent/higher qualification.
Role-specific competencies	Knowledge, experience and understanding of delivering a high quality service.
	High level of understanding and practical expertise in the statutory and regulatory framework around school admissions.
	A record of high achievement in a comparable service.
	Successful experience and/or knowledge of working within admissions in a Children's Service environment, or in an equivalent organisation/environment.
ICT Skills	Highly competent and confident in the use of standard Microsoft Office products such as Word, Excel, PowerPoint.
	Proven competency to handle confidential/sensitive personal information in an appropriate and secure manner and in accordance with GDPR.
	Highly competent in the use of database systems, preferably the Synergy pupil and admissions database systems and Synergy Web-based modules
	Ability to develop and deliver ICT training and guidance notes for users.
Problem solving	Ability to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.
	Highly skilled in managing and resolving complaints and putting in place effective strategies to reduce the likelihood of complaints arising and/or escalating

Post Requirements	Criteria
Communicating and influencing	Evidence of ability to prepare and deliver presentations of potentially complex issues in an effective and clear style.
	Proven ability to develop and maintain effective professional working relationships and networks with stakeholders and use these relationships to improve the effectiveness of the service
	Ability to advise, persuade and influence stakeholders in a professional and effective manner. Proven ability to handle challenging parents/clients and to defuse potentially highly charged situations
	Excellent written and verbal communication skills. Ability to communicate accurately and appropriately with members of the public, senior management and elected Members.
	Proven ability to ensure a high standard of customer care is embedded within the Team
Political Awareness	Political awareness and proven ability to handle the Member/Officer interface effectively and professionally in a way that establishes confidence, credibility and trust.
	Ability to communicate effectively and in an appropriate style, both in writing and verbally, to questions and complaints from MPs and Councillors
Striving for excellence	Proven record of achievement in delivering: <ul style="list-style-type: none"> logical and effective decision making high quality, accurate and timely work
	Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered
	Ability to manage a complex workload and meet tight timescales
	Ability to promote a dynamic and achievement orientated culture.
	Commitment to embrace the principles of equality in the delivery of the service

Post Requirements	Criteria
Safeguarding	Sound understanding of the principles of safeguarding with a record of achievement and commitment in improving the safeguarding of children and young people.
Team working	Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.
	Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility.
	Ability to build and nurture good working relationships with colleagues and other stakeholders.
Partnership working	Able to recognise the importance to the council of active partnership working and embrace partnership working where relevant to deliver services most effectively and efficiently
	Active contributor to the creation of an open, and interdependent culture.
	Ability to provide accurate guidance, information and advice to parents in the context of a partnership.

Compiled/Reviewed by	Ferzana Arif, Admissions Team Manager and School Place Planner
Date	18/09/2025

Key Details

Reporting to: Admissions Team Manager & School Place Planner

Contract: Permanent

Salary: £36,585 to £40,182 (Full time Annual salary range)

Location: Colindale

Annual Leave

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to **25** days plus 8 Bank Holidays per annum – pro-rated for part timers and this would increase with service up to **30** days.

Flexible and Hybrid Working

This is a full-time/part-time post. Commitment to flexible and hybrid working.

Voluntary Pension Scheme – Non-Teachers

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

Please note:

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

Application Process

Closing date for applications: 03/10/2025
Interviews will be held on: 17/10/2025 (TBC)

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://bels.org.uk).

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

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If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview, we will contact you by email and/or text message.