



# Admissions Assistant - Maternity cover

## Job Description

**Hours:** 15 hours per week (ideally across 3 days, Monday to Friday (to include Wednesdays as one of the 3 days) – All year round

**Accountable to:** Registrar

### **Job Purpose:**

To work as part of the Admissions Department team directly supporting the Registrar in the recruitment of new pupils and enrolment to the school. The position requires excellent communication skills and initiative; the individual needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong interpersonal skills are essential. They will need the confidence to be able to interact positively with a wide range of different people both externally and on a school wide daily basis. It is essential that the individual has good knowledge of Word, Excel and Google as well as the ability to learn internal systems quickly and efficiently. As a member of the support team, this role also at times contributes to the administrative support of the whole school.

**Salary:** £9,750 per annum.

**Holiday entitlement:** 20 days plus Bank Holidays per annum.

### **Main Duties & Responsibilities**

#### **Admissions Correspondence:**

- Provide an approachable, welcoming and timely response service to enquiries concerning pupil admissions in the absence of the Registrar
- Assist the Registrar with the process of making offers, maintain records of responses, regularly update the Registrar on responses received and initiate appropriate follow up to responses
- Working with colleagues to plan and support the induction process including preparation of induction materials for new pupils and sending out and receiving back relevant documentation for all new starters

- Process all applications in accordance with required procedures and coordinating arrangements for entrance examinations and assessments, to ensure that all applicants receive a positive impression of the school
- Greeting visitors, ensuring they feel welcome and their requirements are met or enquiries responded to as quickly as possible when the Registrar is not present
- Mailing of school literature to enquirers
- Taking telephone calls, photocopying and filing
- Replies to general correspondence (emails & letters)
- Stock control of school prospectus, literature, scholarship certificates etc and liaising with marketing if items need to be ordered/updated
- Preparing routine mailings as per the annual admissions calendar

#### **Admissions data maintenance:**

- Coordinating with Heads PA to make sure new starters receive relevant trip letters and school correspondence for when they start
- Maintain pupil records and databases as required, ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to the third parties as required
- Requesting safeguarding returns and references for prospective pupils from their current School
- Adherence to all GDPR requirements
- Archiving admissions files
- Helping to maintain relevant website pages and online documents
- Assisting with the generation of various admissions-related reports (e.g. enquiries, visits, registrations, competitor analysis)
- Updating and monitoring nursery billing spreadsheet to reflect offers sent out and confirming when returned
- Updating and monitoring nursery spaces spreadsheet, moving children into the correct age bracket after birthdays and keeping the available spaces up to date
- Updating and monitoring nursery waiting list, checking available spaces and notifying the Registrar if a space has come available
- Liaising with accounts if invoices need to be generated or detailing new starters and their agreed condition of offer

#### **Admissions events & visits:**

- Assisting with the organisation of prospective family visits
- Assisting with the planning of scholarship days, entrance exams etc.
- Assisting with the setting up for open weeks, admission events, information evenings and other similar events as required (NB this may very occasionally involve some additional hours in the evenings or at weekends, for which time can be taken in lieu)

#### **International Admissions:**

- Assisting with correspondence with educational agents – email, telephone and post
- Collating and checking receipt of new international pupil information & documentation, particularly in relation to UKVI
- Ensure the Tier 4 processes are adhered to at all times

**General:**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Contribute generally to the positive promotion and marketing of the school in the local and wider community
- Provide administrative support for the Main School office where needed
- Responsible for sorting, distributing and franking incoming/outgoing mail and incoming/outgoing parcel deliveries
- Provide Reception Cover to cover other staff absences as and when required
- Dealing with enquiries from visitors, parents and staff (by phone and email), including problem solving, follow up and handover to ensure all matters dealt with promptly and appropriately
- To assist other office staff with administrative tasks if required
- Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set
- To contribute to the overall ethos/work/aims of the School.
- Other duties that may be reasonably delegated to you by your manager in support of Forres Sandle Manor School

**Person Specification Essential Skills:**

- Excellent communication skills
- Excellent ICT skills, including; Word, Excel, E-mail, Outlook and internet
- Must be capable and willing to learn other ICT packages
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Ability to work effectively under pressure & meet deadlines
- Organised
- Able to take the initiative
- Experience of working in a school
- Experience in administrative work
- Accurate, fast and efficient typist
- Knowledge of school routines
- Sense of humour
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- Discretion
- The ability to work as a member of a collaborative team
- Excellent health and timekeeping record