



Head of Admissions

The School

Rishworth is a thriving, independent, co-educational, boarding and day school. With its own Preparatory School, Heathfield, it offers a continuous education for children from age 3 to 19. The School is characterised by the warmth of its welcome, a sense of purpose and focus on the happiness and success of each individual. Rishworth's magnificent buildings, extensive grounds and superb Pennine location chart a 300 year heritage.

The School motto: *Res non Verba* (Deeds not Words) exemplifies our no-nonsense approach to decision making and actions, which are designed to deepen our understanding and appreciation of the world around us and benefit our community. The foundation provides all members of our community with a physical environment which is conducive both to the clarity of mind required for academic study and to pursuits which provide for a full and balanced development of personal character. At Rishworth, students develop:

- a life-long love of learning, curiosity and discovery;
- a sense of responsibility, purpose and ambition;
- a capacity for both self-reliance and co-operation; and
- an appreciation of personal virtues and spiritual values, such as honesty, dependability, perseverance, commitment, humility and respect for others.

Students relish their time at Rishworth, forging lasting friendships and enjoying excellent relations with their mentors. When the time comes for them to leave the School, our students do so as excellent decision makers with the confidence to enter a changing world and the challenges it places before them.

The Appointment

With a growing school roll (currently 430) and looking towards the School's 300th anniversary in 2024-25, the School is restructuring responsibilities and there is a recognised need for a Head of Admissions (HoA) to:

- assist the Director of External Relations (DoER) in implementing strategies to recruit and retain students, promote the School and deliver an outstanding experience for the whole school community through events, celebrations and communications

Start Date: 01 September 2020 (or as soon as possible thereafter)

Salary: 31,775 GBP

Line Manager: Head

The External Relations Department

The department consists of the Director of External Relations (DoER) and the Head of Admissions (HoA).

Head of Admissions: Overview of the Role

The HoA will have oversight of the admissions process for all students across the whole school, maintaining relationships with families, guardians and agents and providing timely and accurate communications from the point of enquiry to each student's smooth transition into the School. The HoA will be the Registrar for students in the school, oversee whole-school communications and will assist with marketing, events, parent and alumni relations, act as a level 2 Tier 4 user. The role is full time and permanent; flexible working hours and a desire to travel (both in the UK and internationally) will be essential. The ideal candidate will:

- be in tune with the School's aims and ethos
- understand and support the School's traditions and Christian foundation
- support the benefits of an international, all-round, co-education
- have experience of international agent liaison and student recruitment
- have an understanding of marketing, communications and customer care
- have significant experience in the world of independent (boarding and day) education
- be confident to approach individuals and organisations for support and patronage
- be a highly credible ambassador for the School
- be able to work effectively with young and old, an excellent telephone manner and friendly approach
- be able to apply sound principles, taking into consideration audience and market dynamics
- be able to motivate, guide and train all who contribute to the marketing function of the school

Specific Aspects of the Role

Below are set out more specific aspects of the role of Head of Admissions. This list is not exhaustive and there may be times when the HoA is asked to assist with a reasonable wider remit. As the School grows, some of the items on this list may be delegated, following discussion, to other members of the department.

Admissions

- establish a continuous and evolving relationship which results in families registering children with us
- ensure a continuous period of care for families, guardians and agents
- maintain excellent relationships with agents, guardians and parents
- maintain all admissions data for applicants and make it available for regular meetings
- assist with briefing and training staff in relation to Admissions
- ensuring that computerised data processing and records are kept up-to-date
- work tirelessly to move prospective students efficiently from enquiry to admission to the School through regular contact and provision of information on an agreed timescale
- arrange visits, tours, taster days, CAT4 and other assessments and interviews
- set up scholarship assessments and the collect of school and club reports and other evidence
- ensure all relevant documents are collected for applicants, including passport, birth certificate, school reports, parental permissions, health, SEND records etc. required by the DfE or UKVI
- arrange transition days and events
- visit UK feeder schools to promote Rishworth and recruit students
- travel within the UK and internationally, as required, to attend fairs and recruitment events for boarders

Registration

- maintain an up-to-date school register for DfE, ISI and census purposes
- ensure that all relevant people and departments within the School are appropriately informed and advised in all matters related to Admissions and withdrawals
- ensure that the school roll indicates those who have given notice
- provide statistical data for the Head each week on school roll and the current admissions cycle

- ensure that all required data is collected and safely stored for all UKVI applicants
- issue CAS statements to assist international students in obtaining visas for study at the school
- maintain contact with guardians and any home stays of students under our visa sponsorship
- ensure up-to-date knowledge of the whereabouts of all sponsored students during their time in the UK
- following consultation with the Head, cancel visas through the UKVI when students leave the school
- oversee the application for CAS allocations and the annual reviews required by the UKVI

Branding

- ensure that brand guidelines are followed on all external communications
- remind and support all staff in the use of correct language and branding in internal communications

Marketing

- manage the organisation of Open Days
- contribute to ensuring retention targets are met, working with Senior Tutors and other key staff
- implement a programme of communication with all stakeholders
- work with agents and families to maximise short term students, groups and summer schools

Communications

- plan regular on-message communications (internal and external) to promote the work of the School
- maintain a stream of newsworthy items showcasing the breadth of the School's successes and activities
- maintain excellent links with the media to take up opportunities to promote the School
- ensure that the School always maintains a welcoming atmosphere for visitors
- keep an eye for detail and suggest improvements for the environment to the Head and DoER

Calendar

- maintain and oversee, in partnership with the Head's PA, the school calendar, ensuring all admissions dates and events are given priority in planning and all staff are informed about key dates and events
- attend termly calendar meetings in relation to setting dates and planning school events

Publications

- assist in the writing and publication of a variety of Rishworth publications
- oversee the writing and editing of the School's newsletters and periodicals
- assist with the design and publication of events flyers and posters

Website and Digital Media

- work with the DoER and IT Manager to ensure that the website, the intranet (staff) and portals (parents and students), are regularly maintained and updated and pertinent to audiences
- assist with posting digital media through forums, Facebook, LinkedIn, Twitter etc.

AMCIS

- be willing to join and be actively engaged in admissions and marketing knowledge growth through links with AMCIS and other agencies, seeking personal training and contributing to the development of others

Feeder and Partner School Liaison

- develop relationships with existing and new feeder schools through communications and visits
- establish and manage an efficient feedback system to feeder schools on successes of current students
- assist with links with partner schools, establishing and maintaining joint CAS arrangements

General

- maintain up-to-date knowledge about the education sector and the independent sector in particular

Skills and Qualities of Candidates

The following have been identified as the qualities and key skills required for the post:

1. **Engagement** – understanding and belief in the aims and ethos of independent boarding & day education
2. **People Relations** – the ability to build and sustain relationships with diverse individuals at different levels; warm, welcoming and approachable with a good sense of humour
3. **Communication** – the ability to write and deliver messages that are clear, convincing and inspiring; an appreciation of how to use different media to best effect with different audiences
4. **Intelligence** – quick thinking and able to understand questions and deliver concise and informative answers, with clarity of analysis, expression and reasoned argument
5. **Creativity** – the ability to adapt to new situations and address problems from new perspectives
6. **Reliability** – attention to detail, deadlines and budgets; persistence in following through projects
7. **IT awareness** – competence in standard office software (word-processing, presentation and spreadsheet packages); an understanding of databases and their use in relationship management
8. **Analysis** – the ability to recognise patterns and prioritise quick gains and efficiency in the admissions cycle
9. **Confidential** – absolute discretion, reliability and understanding of the private nature of data
10. **Handling Pressure** - the ability to stay calm and cope with the unexpected; excellent timekeeping
11. **Passion and commitment** – for the School, to see it succeeding in every aspect
12. **Flexibility** – not every task or activity within a school fits neatly into a standard work day pattern, so the HoA will need to ensure that things that need to be completed are done; attend certain events that may not fit into the standard working day, and have an interest in supporting the broader life of the School

The following table has been constructed to help candidates assess their own suitability and to assist with our assessment of candidates:

Attributes	Essential Criteria	Desirable Criteria
Knowledge	Understanding & experience of student recruitment (UK & international); Databases and CRM systems	Familiarity with iSAMS, Open Apply and Finalsite software
Skills & abilities	Implementation of development plans; Excellent written and verbal communication skills; Interact well with people at all levels; Strong organisational skills; Competence in IT and database skills; Digital and social media use	Handling media requests; Website management; Working with volunteers
Experience	Full understanding of the life and ethos of a quality boarding and day school gained through experience; Cultural awareness	Experience of alumni relations; Working in diverse teams; UKVI SMS administration; International travel
Qualifications	Relevant experience in such a role with the primary focus on relationship building and student registration	Recognised admissions qualification
Personal circumstances	Willing to attend Open Days and other events on behalf of the School both internationally, nationally and locally; Willing to undertake international travel and visits	
Equality	Candidates must demonstrate understanding of and acceptance and commitment to the principles underlying equal opportunities	
Customer Care	Understanding of effective customer care and management	

Appointment Process

All applicants must complete the School's official application form (electronically or by hand), providing a full career history. This should be accompanied by a letter of application addressed to the Head. Names and contact details for two professional referees, including their most recent employer, must be provided by all external applicants. Requests for further information, the opportunity to speak with the Head in advance of making an application and to submit an application should be sent to: admin@rishworth-school.co.uk.

- The closing date for applications to reach the school is Wednesday 22 July, by 09:00.
- Interviews are expected to take place as soon as possible after that date.
- Full details of the interview(s) will be provided for short-listed candidates.
- Interviews may be conducted by Zoom rather than in person.
- An appointment will be announced as soon as possible after the interviews are completed.
- The start date will be 01 September 2020, or as soon as possible thereafter, subject to enhanced DBS and other relevant statutory checks and the notice period of the successful candidate.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

- The appointee will receive a gross salary following the School's own pay structure, dependent upon experience.

- Salary will be paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
- The appointee will be expected to participate in an annual appraisal and complete appraisal of other staff.
- The appointee will join the School's own staff pension scheme, unless they specifically request not to.
- Children of the appointee may attend Rishworth, having passed the selection assessment, with a fee remission agreed with the Governors.
- Meals will be provided during full term during the hours of work.
- Accommodation is not provided.
- This is a full time role and the nature of this appointment will require the appointee to be flexible with the hours of work, by arrangement with the Head, to reflect the diverse nature of the role and significant international travel and weekend work.
- The appointee shall be able to take 30 days' holiday (plus National and Bank Holidays) in any one year (April to March). These should be arranged around the work of the External Relations Department and agreed in advance with the Head. They cannot be carried forward to subsequent years except in exceptional circumstances and only then with the Head's approval.
- The appointee may be required to do other reasonable duties as required by the Head from time to time.
- The appointee is required to give the School three months' notice of his/her intention to leave this post.
- All employees of Rishworth School are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Child Protection Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead or his/her Deputy. Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau, in accordance with the Children Act 1989.



RISHWORTH SCHOOL

Job Application Form

Please complete every section (any marked with * are optional) of this form in **black ink**, indicating 'N/A' where any section is not applicable.

Post Applied for:	
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Personal Details					
Surname / Family Name		Preferred Title:		Previous Surname:	
First Names:				*Date of Birth:	
Contact Address:					
DfE. No.:	NQT	Yes / No	Home Tel:		
	QTS	Yes / No	Mobile:		
National Insurance No:		Nationality:			Work Tel:
		* Religion:			
Email Address:					

Education and Training				Original documentation of qualifications will be required prior to an appointment	
(A) Training as a Teacher					
Name of Teacher Training Institution:					
From:		To:		Qualification Obtained	
Month	Year	Month	Year		
Subjects, Main & Subsidiary					
Age Range of Pupils / Key Stage:				Other Special Interests:	

(B) University, College, etc. (other than initial teacher training). Give details and state whether full-time or part-time courses							
Name Of Institution:	Course Studied and Qualification Achieved		From:		To:		FT/PT
			Month	Year	Month	Year	

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide their full name and other details as instructed in the text below.

Continue on a separate sheet if necessary. Please write your full name on additional sheets.

If, in addition to the details given on this Form (and not instead of), you wish to enclose a full c.v. in a format and with an enhanced content which you consider will help portray your distinctiveness as an applicant, please ensure your c.v.

- accounts in systematic, chronological order (with no gaps) for every year and part-year since the end of your primary education to the present. Included must be all periods of post-primary education / training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education / training, and reasons for leaving employment.
- gives full identifying particulars, including current and former names, date of birth, current address, National Insurance Number and (where applicable) DCSF Number, QTS status and GTC Registration Number.
- states all academic and / or vocational qualifications, the awarding body and the date of award (Original certificates must be presented at interview)
- details any interests, hobbies and pursuits (including dates, extent of commitments and levels of achievement) that may be of relevance to the post.

References

Please give the names and addresses of two referees who can be consulted regarding your professional ability and general suitability for this post. One of the referees must be your present or most recent employer. Students should include their college Principal. References from relatives or from people writing solely as friends are not acceptable. References will be taken up before an offer of employment is made and will be automatically requested before interview, unless you indicate clearly that you would like the School to inform you before contact with your referees is made. The School may refer to any previous employer.

1.	Name:	
	Address:	
	Tel No.:	
	Email Address:	
2.	Name:	
	Address:	
	Tel No.:	
	Email Address:	

Disclosure of Relationship

Are you related by marriage, blood, business, as a co-habitee in School accommodation or in any other close way to any member of the School's Governing Body or current staff?

Yes No

If YES, please state the name, relationship and position held:

Consent

"I hereby give my consent for Rishworth School to process and retain on file information (including ethnic & health data) contained on this form and in accompanying documents. This is required for recruitment and selection purposes. All information will be dealt with in accordance with data protection legislation".

Declaration	
<p>I declare that information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, this may lead to disqualification or, if I have been appointed, I may be dismissed.</p>	
Signature:	Date:

Protection of Children	
<p>Disclosure of criminal background is required of those with substantial access to children.</p>	
<p>Have you ever received a caution or been convicted of a criminal offence?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><i>Answering YES does not necessarily bar you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of satisfactory police and DBS checks.</i></p>	

Criminal Convictions or Cautions		
Date:	Offence:	Sentence:

Superannuation Scheme	
<p>Do you contribute to the Teachers' Superannuation Scheme? If you contribute to another scheme, please give details.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Have you elected to pay Superannuation contributions for part-time teaching?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Circumstances	
<p>Are there any special circumstances for which the School would need to consider making reasonable adjustments in order to support you at interview, should you be called for interview, or, subsequently, in the full discharge of your duties, should you be appointed?</p>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes', please detail below:

Vetting Checks – Rishworth Office Use only:					
Check:	By:	Date:	Check:	By:	Date:
ID			Right to Work		
Date of Birth			Qualifications		
References			Employment History - Gaps in CV (if any, explanation and evidence)		
Health Questionnaire/Disqual regs			Worked abroad (which countries, please state)		
Safeguarding/Prevent questions at interview					

Rishworth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). In accordance with the School Health Regulations and with due account taken of the Equality Act 2010, the School will ensure “that the applicant has the health and physical capacity” [ISI Regulatory Requirements] to do the job. Any offer of employment will be subject to a satisfactory DBS check being presented by the candidate to the School within 28 days of the check being requested. If this requirement is not met, the School reserves the right to withdraw the offer of employment.

GDPR

In line with recent GPDR changes, you are giving consent for your personal data to be stored and used in accordance with our ‘privacy statement’ that can be found at www.rishworth-school.co.uk.