



CHARTERHOUSE

ADMISSIONS OFFICER (Sixth Form) – JOB DESCRIPTION

Responsible to: Director of Admissions.

Internal Relationships: Admissions colleagues, Marketing, Headmaster's Office, members of Brooke Hall (academic staff) and Support Staff.

External Relationships: Prospective parents, guardians and pupils, Old Carthusians (alumni), current and former parents, feeder schools and outside agencies.

The School

Charterhouse is a beautiful school and a wonderful place to live and work. It was founded in 1611 and moved to its present magnificent 250-acre site near Godalming in Surrey in 1872. Few schools can offer such a splendid backdrop for teaching and learning, and the School community is very strong, with excellent relationships between pupils and staff.

As part of our ambitious new plans, and building on the success of our mixed Sixth Form, we are excited to be moving to full coeducation from the age of 13 and look forward to welcoming our first girls into the Fourth Form (Year 9) in September 2021, the year in which we will celebrate half a century of girls at Charterhouse. There will be girls in every year group from September 2023. The pupil roll will grow over the next decade from 800 today to around 1,000, with the increase representing additional places for girls. We have all seen first-hand the benefits of coeducation in our Sixth Form, which is highly regarded by both boys and girls. We now want to extend those social, cultural and academic advantages to the whole community. With our move to coeducation, we aim to bring out the very best in all pupils, in all years.

Mission Statement for Support Staff

To deliver the best possible cost-effective non-teaching support to all appropriate stakeholders in order to assist in achieving the educational experience set out in the School's vision and development strategy.

1 - Basic Purpose of the role

The Admissions Department is responsible for all aspects of the admission of pupils to the School. The department has a wealth of knowledge to assist parents from their initial enquiry, through to when their child joins the School. The role is demanding and it is essential that the job holder is able to work well under pressure and meet deadlines, whilst still maintaining a high level of accuracy.

The post of Admissions Officer (Sixth Form) is a key role within a very busy and critical department of the School. This role will work closely with the Director of Admissions and take responsibility for the coordination of all activities relating to the admissions process for the Sixth Form.

2 - Main Duties

Sixth Form Project Management

Charterhouse currently recruits a large Sixth Form each year. The post holder will be responsible for meticulous planning and the administration of the Sixth Form entry procedures to include:



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- Managing the process for parents from the initial contact, through to their child joining the School by building rapport with prep schools and prospective families (including families from overseas)
- Devising appropriate communication and follow up procedures to ensure the most positive outcomes and excellent customer service
- Running arrangements for the Sixth Form pupil events (e.g. open days and selection days) in conjunction with the Visits Officer
- Creating and maintaining accurate and transparent pupil records
- Representing Charterhouse at senior school forums, as required
- Producing and reporting on weekly admissions figures and statistics for the Senior Leadership team.

General Duties

- To participate as a full member of the Admissions team. This includes hands-on support to colleagues during busy periods, as required
- Attendance at all admission events for all recruitment year groups
- To develop a sound knowledge of international admissions including Tier 4
- Promote the Charterhouse brand by demonstrating excellent knowledge of the School and in particular the entire admissions operation
- Any other duties that are reasonable and appropriate to the role.

3 - Supervisory and Managerial Responsibilities

None.

4 – Systems and Software in use in the Admissions Department

- Microsoft Office
- iSAMS (academic database)
- UK Visa & Immigration Sponsorship Management System ('SMS')

5 - Knowledge and Skills Required

ESSENTIAL

- Working experience in a school administration role
- Previous experience of delivering exceptional customer service
- Good general IT skills such as fast and accurate keyboard skills

DESIRABLE

- Previous experience or understanding of the Sixth Form admissions procedures
- Working knowledge of iSAMS

Qualifications

ESSENTIAL

- A-Level or above qualifications



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Personal Competencies / Skills

ESSENTIAL

- Excellent organisational skills, with the ability to prioritise, plan ahead and meet deadlines
- Meticulous attention to detail and ability to work under pressure
- Excellent interpersonal skills including the ability to engage with parents and relate to people on all levels with sensitivity
- The ability to work independently and as part of a small team, taking initiative and managing workload
- An excellent standard of written and spoken English and a pleasant telephone manner
- The ability to use imagination to problem-solve and undertake tasks in the most effective way possible
- Highly discreet and diplomatic with the ability to maintain confidentiality at all times
- Willingness to work extended hours including evenings and weekends when required
- Sense of humour!

6 - Special Working Conditions

Working hours for this role are 37.5 hours per week, Monday to Friday, 09:00-17:30, all year round with a contractual requirement to work up to 4 Saturday mornings or afternoons per each academic term; Saturday working will be included in the salary offered. A willingness to be flexible in working hours is essential as the successful candidate may be required to attend events, which fall outside the core working hours.

Safeguarding

The Job Holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

7 - Benefits of Employment

<i>Salary</i>	Circa £30,000 per annum (depending on the skills and experience of the successful candidate)
<i>Holiday</i>	25 days plus 8 statutory bank holidays. It may not be possible to take public holidays during term-time, and time off will be given in lieu.
<i>Benefits</i>	Membership of the Charterhouse Club (sports centre) Inclusion in Personal Accident Insurance Cover Employee Assistance Programme School lunches are usually available throughout the year on working days (except when School closes) Death in Service Benefit Contributory Pension Scheme



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Benefits subject to eligibility criteria:

Subsidised membership of School Golf Club

Cycle to Work Scheme

Notice Two weeks during the probationary period (six months). Once the appointment is confirmed both parties are required to give at least eight weeks' notice.

8 – Application

Applications should be made in accordance with the School's application and recruitment procedures (available on the website) and emailed to Caroline Page, HR Manager; email address – carolinepage@charterhouse.org.uk

If you are invited to interview this will be conducted in person and the areas explored will include your suitability to work with children.

Interview and Selection Process

- At least one interview with the Director of Admissions and HR Manager and a skills test
- Tour of the School (if applicable).