

Claremont Fan Court School



JOB DESCRIPTION

Job Title:	Head of Admissions
Reports to:	Headmaster
Salary:	£38,000 to £42,000 depending on qualifications and experience
Pension:	Group personal pension scheme (12% employer contribution with 3% minimum employee contribution)
Purpose:	To effectively manage the admissions process from initial enquiry through to acceptance of the offer



Role overview

The head of admissions is responsible for leading and managing all aspects of the busy and complex admissions process across the three schools (senior, preparatory and pre-preparatory and nursery). She/he will possess excellent interpersonal skills and be responsible for ensuring the quality, efficiency and warmth of the experience for families from enquiry to acceptance of the offer.

She/he will be able to deliver the school's strategy for managing an increasing level of enquiries and providing excellent service to all applicants.

She/he will ensure that all front of house staff, and those involved in admissions and assessment, offer first class customer care. They will work closely with senior academic and support staff including marketing, development, catering, events and facilities teams to ensure a seamless delivery of the school's services to prospective families.

This post is full time for 37.5 hours per week Monday to Friday, across the year, and will require some evening and weekend work. Holidays are 25 days a year plus bank holidays.

Duties and responsibilities

Relationship management

- Work collaboratively with teams across the school to deliver outstanding customer care
- Build relationships with current feeder schools and nurseries
- Develop strong relationships with prospective parents and pupils through the admission process to deliver the optimum experience through every interaction
- Work with the headmaster, heads of school and other senior staff to achieve pupil intake at all entry levels to meet set recruitment targets
- Identify and develop new markets with potential feeder schools and nurseries



Admissions cycle



- Assure the quality of correspondence, events, tours and visits, interviews, assessments and offers
- Facilitate the awards and bursaries process
- Support relationship building with potential 100%+ financial support applicants
- Review annually the outcomes of recruitment at the pre-preparatory and nursery, preparatory, senior and sixth form to inform future planning
- Act as authorised officer for the school with the UKVI and ensure compliance with it

Data management

- Oversee the data management to ensure compliance with GDPR and other regulations
- Oversee data analysis and reporting of all points in the admissions cycle as part of ongoing reviews of pupil recruitment

Assessment

- Manage and run entrance assessments at all entry points in to the senior school, in conjunction with senior school staff
- Oversee the organisation of the preparatory school assessment and scholarship process in conjunction with the head of school and school secretary and, coordinate communication of outcomes
- Manage the organisation of all interview timetables and staff for prospective pupils' interviews and collate interview feedback

Organisation

The head of admissions works within the marketing and admissions department and is supported by an admissions and marketing assistant. School secretaries in the three schools also support the admissions process.

Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork and a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

The school values each of its learners and actively seeks to clearly see evidence of the God-given potential in every child.

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Person Specification

Head of Admissions

Essential Criteria

- Experience working at a senior level in a busy, customer driven environment
- Educated to degree level, or equivalent through experience preferably in aspects that relate to marketing or admissions
- Ability to build good relationships quickly and to interact in a pleasant and professional manner with staff, both teaching and non-teaching, parents and pupils
- Experience within an admission/registry environment
- Very high standards of tact and integrity, diplomacy and discretion as well as personal appearance
- Able to multi-task and prioritise work effectively
- High level communication and presentation skills
- Excellent IT and database skills
- Market and industry sector awareness
- Proven events organisation skills
- A willingness to work flexibly as the needs of the role dictate

Desirable Criteria

- Experience of working across social media platforms and using website CMS, Google analytics, et al
- Experience of UKVI pupil management

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