



JOB DESCRIPTION

Downside School

Post Title:	Admissions Officer
Department:	Admissions and Marketing
Location:	Downside School, Stratton on the Fosse
Reports to:	Director of Admissions and Marketing
Date of Issue:	December 2020

The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

The Admissions Officer is required to liaise with parents and ensure the smooth transition of pupils into Downside School. The post is responsible for entry of data into the iSAMS database and working collaboratively to meet parental expectations and the demands of daily School life. The Admissions Officer will work closely with the Director of Admissions and Marketing to ensure that annual pupil recruitment targets are met and all administrative tasks are undertaken with meticulous attention to detail, ensuring regulatory compliance.

Duties and Responsibilities

The following list is not exhaustive but the post holders' principal responsibilities are:

- To organise the logistics of prospective parent/pupil/agent visits to the school, liaising with all key stakeholders e.g. House Masters/Mistresses, pupils and Heads of Department and to produce a weekly communications bulletin.
- To coordinate the logistics of all Open Days within the school for prospective pupils and to attend these events.
- To coordinate the organisation of prospective parents' events and receptions as required and usually attend said events.
- Regular liaison with key staff involved in the admissions process.
- To assist in the organisation and coordination of all Scholarship and Assessment visits, and to attend as required.
- To assist with end to end administration of individual pupil applications.

- Reporting to the Director of Admissions and Marketing regarding progress made with each prospective pupil.
- To support and organise international recruitment trips.
- To assist the Admissions and Marketing Department with the production of marketing and promotional materials, as required.
- To administrate the School Admissions database and filing systems, ensuring it is accurate and up to date at all times.
- To monitor stocks of all branded materials for the School for prospective parents.
- Administrative management of admissions process forms.
- Working closely with our external Visa advisors to oversee and assist with the visa application process and procedures.
- To provide administrative support to the Department, typically including email and phone contact, as well as sending out marketing materials e.g. prospectuses.
- In addition, all members of the department are expected to work flexibly to meet the aims and needs of the Admissions and Marketing Department.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	<p>Educated to Level 3 (A Level) standard.</p> <p>A qualification in Business Administration, such as NVQ or relevant equivalent experience.</p>		
Knowledge & Skills	<p>Excellent working knowledge of Microsoft Office e.g. Word, Excel and Outlook including the ability to mail merge using Word and Excel.</p> <p>Excellent customer relations skills with high level of attention to detail.</p> <p>Excellent organisation skills, time management and ability to multi task.</p> <p>Attention to detail, especially in relation to data management and written correspondence.</p>	<p>Working knowledge of the iSAMS system.</p> <p>Experience of using and developing office administration systems (computer based or manual).</p>	Application / Interview
Experience	<p>Previous experience in an administrative role covering complex administrative work.</p> <p>Able to work with minimum supervision.</p> <p>Able to communicate clearly and effectively both orally and in writing with all key stakeholders e.g. parents, colleagues, children.</p> <p>Ability to plan and organise workload efficiently and effectively.</p>	<p>Previous experience working in an admissions or similar role.</p> <p>Experience of working under strict confidentiality guidelines in line with GDPR and Data Protection Regulations.</p>	Application / Interview

	Experience of working collaboratively and able to work flexibly to support the department.		
Personal competencies and qualities	<p>Meticulous and methodical approach.</p> <p>A friendly and confident personality with a commitment to providing high quality customer service.</p> <p>Well presented with excellent verbal communication skills.</p> <p>Able to understand the need for discretion, sensitivity and confidentiality.</p> <p>Able to work well under pressure.</p> <p>Appreciation of the ethos of a Benedictine boarding School.</p> <p>Ability to work occasional weekends or out of hours for events such as open days.</p>	<p>Willingness to learn new skills and acquire new areas of knowledge, committing to personal continuous development.</p> <p>Dedicated to ensuring the safeguarding of children and young people.</p>	Application / Interview

Received by (print name): _____

Signature: _____

Date: _____