



## JOB DESCRIPTION HEAD OF ADMISSIONS

### THE SCHOOL

RMS is a leading independent girls' day/boarding School with around 1000 pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

### THE ROLE

We are seeking to appoint an exceptional Head of Admissions to lead on the admissions process at The Royal Masonic School for Girls.

Reporting to the Director of Marketing and Admissions (DoMA), the Head of Admissions will be responsible for leading the recruitment and admissions process of new pupils to the School, from Pre-School through to Sixth Form. The key focus of this role is to work with the DoMA to implement strategy for attraction, recruitment and retention of pupils.

The Head of Admissions will provide a professional, first class and bespoke customer journey and is responsible for providing a smooth and highly efficient service for the entire admissions process from initial enquiries, through to the organisation of events, registrations and enrolment. As a main point of contact for prospective parents, the post holder is required to be knowledgeable about the School and respond to queries quickly and proficiently. The Head of Admissions is supported by two staff within the Marketing and Admissions team, for whom they have line management responsibility.

### JOB SPECIFICATION

The following is an indication of the tasks within the role, though it is not exhaustive.

### MANAGEMENT OF THE ADMISSIONS PROCESS

#### Key responsibilities

- Manage and maintain a highly efficient and effective admissions process, with a focus on bespoke customer service and tactical recruitment.
- To lead in analysing, reviewing and revising admissions processes in support of the School's strategic aims.
- Regularly forecast and report on key admissions data and statistics, revising strategies and tactical plans in conjunction with the DoMA.
- Ensure that all correspondence, communications and meetings with prospective parents and pupils reflect the high quality of the School's all-round educational provision and its fundamental interest in the individual.

- Oversee the entrance assessments for all prospective pupils and ensure that these are carried out effectively.
- Manage waiting lists, if required.
- Oversee the preparation and content of new joiner information.
- Work with the International Registrar and Director of Boarding to establish the availability of spaces in Houses and on the selection of suitable pupils to fill them.
- Monitor developments in competitor schools admissions.
- Provide line management, leadership, development and appraisal of the admissions staff.
- Liaise with the Finance department regarding applications and advise with regard to the payment of deposits and fees.

## **MARKETING**

### **Key responsibilities**

- Organise the logistics of prospective parent/pupil/agent visits to the School, liaising with all key stakeholders e.g. SLT, Heads of Year, Heads of Department and pupils.
- Support the DoMA with the coordination of Open Days and events within the School for prospective pupils and to also attend/speak at these events advising parents with regard to the admissions journey.
- Coordinate the organisation of prospective parents' events and receptions as required.
- Liaise regularly with key staff involved in the admissions process.
- Be responsible for maintaining positive relationships with other schools/feeder schools.
- Organise and attend feeder school events.
- Represent the school at educational school fairs.

## **ADMINISTRATION**

### **Key responsibilities**

- Compile statistical reports as required with regard to prospective pupil data.
- Be responsible for ensuring all feeder school information is kept up-to-date.
- Develop an understanding of the offering of competitor schools.
- Assist the department with the production of marketing and promotional materials, as required.
- Oversee the systems and data processing necessary to support the admissions process, ensuring they are accurate and up to date at all times.
- Keep informed of admissions trends, developments and issues across the schools sector.
- Ensure that parents of new pupils receive relevant documentation; assist with form allocation and prepare pupil induction materials; provide relevant teaching staff with the required documentation relating to new pupils and their induction.
- Oversee and organise the administration of scholarship applications and assessment arrangements, liaising closely with Heads of Departments.

## **PERSON PROFILE**

The Head of Admissions will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

## **PERSON SPECIFICATION**

Applicants ought to possess a range of the following qualities and qualifications, plus a commitment to self-improvement and willingness to continue to develop their skills and attainments as befits the role.

### **Essential experience and skills:**

- Educated to degree level or equivalent
- Excellent command of written and spoken English
- Outstanding customer relations skills with high level of attention to detail
- Exceptional organisation skills, time management and ability to multi-task
- Attention to detail, especially in relation to data management and written correspondence
- Excellent working knowledge of Microsoft Office e.g. Word, Excel and Outlook
- Excellent working knowledge of databases
- GDPR compliance knowledge
- Experience in producing and evaluating data, and of preparing and presenting accurate and relevant management information
- Ability to extract, analyse and use admissions data to enhance processes to meet desired recruitment outcomes
- A creative, strategic thinker, ready to challenge and develop new processes
- An understanding of the importance of consistent brand and style
- Previous experience in an administrative role covering complex administrative work

### **Desirable criteria:**

- A working knowledge of iSams and RSAdmissions
- Experience of working in a school, or educational environment

### **Personal Attributes:**

The successful holder of this post will need to demonstrate that they have:

- exceptional interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy and to build and sustain effective working relationships at all levels both internally and externally.
- the ability to give clear direction to key stakeholders in order to achieve admissions targets.
- the expertise to lead and manage staff effectively.
- proven experience of working collaboratively and proactively.
- the capability to plan and organise workload efficiently and effectively.
- the ability work flexibly to support a department, as some weekends and evening work is necessary.
- the aptitude to multi-task, work under pressure and meet deadlines.
- the ability to shape and deliver a successful Admissions process in an independent school, with an understanding of the market and how to influence it.
- the desire and willingness to learn and implement new processes.
- openness to new ideas and practices, adaptable with a positive 'can do' attitude.
- a sense of humour and ability to put things into perspective.
- a supportive understanding of the ethos of independent education, with a commitment to the school and its success.

## **TERMS OF EMPLOYMENT**

The terms of employment include:

- A permanent contract working 52 weeks per annum, including 6 weeks paid annual leave
- 40 hours per week, working pattern negotiable
- RMS Support Salary range SL3 – SL6, £35,499 to £46,211 per annum depending upon experience and qualifications
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Access to an Employee Assistance Programme

## **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## **SAFEGUARDING CHILDREN**

The post 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 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 they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

## **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.