



Hollygirt is a small independent non-selective co-educational school near Nottingham city centre

HEAD'S PA & ADMISSIONS MANAGER

(37 hours per week, 43 weeks per annum)

An exciting opportunity has arisen for a Head's PA and Admissions Manager at Hollygirt School, a small independent day school in Nottingham.

The position is a crucial role within School working closely with the Head and Senior Leadership Team to provide support whilst providing an effective admissions service. This dual role requires a high level of commitment to customer care and service with an equal emphasis on both parts of the remit. As such, the postholder will need to be flexible, efficient and creative with a thorough understanding of pupil recruitment in the independent school sector and the role of a Head in an independent school.

Please note, we can only accept applications from candidates who submit a fully completed application form and covering letter explaining why you want the role and why you think you would be suitable for it. You may also submit a CV in addition to the formal application form.

Hollygirt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

The Full Time Equivalent Salary Range will be £26777 – 31040 p.a. dependent upon experience, pro rata to hours worked.
Nb. Actual starting salary pro rata to weeks worked: £24455 p.a

The closing date for applications is **15th September**, with interviews in the following week.



Job Description: Head's PA & Admissions Manager

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The Head's PA and Admissions Manager is expected to play an important role in the life of the school, familiarising themselves with essential routines, getting to know staff, parents and pupils, and attending school events where appropriate.

Head's PA - Description of Duties and Responsibilities

- Provide PA support to the Head, together with support for the Senior Leadership Team as required.
- Keep an up-to-date record of all the Head's appointments and liaise as appropriate with staff, parents, Trustees (via Clerk to the Trustees), pupils and external contacts.
- Receive the Head's visitors, ensuring they are made welcome, offered hospitality and given any necessary information.
- Organise administration of our school occasions/ceremonies including our annual Prize Giving ceremony and manage all correspondence in relation to events.
- Co-ordination of various mail shots - producing envelopes for all pupils, printing of reports and associated letters.
- Take, produce and distribute minutes of staff meetings, briefings, SLT meetings, and any other meetings as the Head may direct.
- Be responsible for the production of updated documentation throughout the academic year, liaising with other staff as necessary. This includes Year Book, New Parents' and Pupils' Handbooks, Record of Achievements, Staff Handbook and Whole School Policies amongst other documents.
- Responsible for organising application packs for staff recruitment. Includes updating of application packs, collating applications, scheduling Interviews, taking up references and any other correspondence in relation to a new employee of the school including pre-employment checks and setting up of a staff file.
- Keeping up to date the Single Central Register (with the Deputy Head).
- Update/upload annual ISI documentation.
- To work with the Head and Marketing Manager in all aspects of pupil recruitment and marketing of the school.
- To work in an above and beyond manner in both aspects of the role with the Head.

- To be discreet in every aspect of the Head's role and the school, promoting the school positively at all times.
- Have a good sense of humour.

Admissions Manager - Description of Duties and Responsibilities

- Responsible for the management of efficient and effective admissions systems to provide an approachable and welcoming response service to enquiries concerning pupil admissions and ensuring all enquiries are followed up from initial prospectus request to tour and subsequent visits.
- Process all admissions applications including data entry onto PASS, planning for tours, tasters and other school visits coordinating such arrangements with parents and staff. Managing all administrative duties from prospective through to becoming a current pupil/parent including liaison with feeder schools, seeking references, checking visa rights and other documentation where required.
- Share the organisation of Open Days, Entrance Days, Scholarship Days, Stay and Play sessions, Taster Days and New Parents' Meetings to ensure that prospective pupils and their parents receive appropriate information and have a positive experience. Support marketing at key trade stands and marketing events.
- Contact with local council regarding pupil starters and leavers at all points of entry/exit (with exception of entry to Nursery).
- Write termly admissions reports, produce monthly statistics, projected numbers and updated pupil lists.
- Attend Trustees' Marketing and Admissions Meetings termly.
- In liaison with the Marketing Manager, ensure admissions information on the school website is up to date.
- Keep accurate records of conversations with parents regarding admissions applications on PASS.
- Maintain pupil records and databases as required ensuring that information is up to date and readily available including logging of diversity monitoring data.
- Ensure that relevant staff are informed of new starters, leavers and any changes/issues in relation to pupils.
- Maintain archive records for admissions and destroy old records as necessary.
- Update Admissions board in staff room to ensure that teaching staff are aware of admissions activity
- To maintain an up to date knowledge about schools' admissions procedures and marketing strategies.
- To ensure our systems are efficient.
- To liaise with the Marketing Manager and Head in all aspects of pupil recruitment and marketing of the school.



Further Particulars: Head's PA & Admissions Manager

Salary

Linked to the Hollygirt Non-Teaching Staff Pay Scale, Point HA22 – 27 (£26777 - 31040 FTE)

Actual Salary

Pro rata starting salary on HA22 - £24455 rising to HA23 - £25089 on passing 6 months probationary period.

The school subscribes to The People's Pension

Holiday entitlement

4 weeks plus Bank Holidays per annum, pro-rata to hours /weeks worked. (All holidays must be taken in the school holiday times)

Hours

The role is full time, 37 hours a week, Monday to Friday, for 43 weeks a year. This is term time plus additional weeks (some of these will be at required times including some in the Summer Holidays.) This will be outlined to selected candidates at interview

Some very occasional work may fall on a Saturday. (Currently this comprises one Open plus sharing responsibility on trades stands-also once a year.) Time in lieu would be taken for such additional hours at a mutually agreed time.

Line Management

The postholder will be line managed by the Bursar for HR and by the Headmistress for tasks.

Closing Date for Applications

Fully completed applications should be sent to Mrs A Bamber (Head's PA) at andreabamber@hollygirt.notts.sch.uk by 15th September 2021 at 4pm

Interviews

Interviews will be scheduled on 20th September 2021

Start Date

The position is available as soon as possible.

Person Specification

This position will suit a competent administrator who is equally capable of working in a close-knit team and independently. This dual role is customer facing and the ability to understand and communicate the ethos of Hollygirt School and its key messages is essential. The postholder's work on pupil admissions will be in conjunction with the Marketing Manager who shares some operational areas. This dual role requires an equal emphasis in both parts. As such, the postholder will need to be flexible, efficient and creative with a thorough understanding of pupil recruitment in the independent school sector and the role of a Head in an independent school.

Qualifications

- Specific qualifications are not required (see below)

Attributes

The Postholder must:

- be articulate, well presented and have a high standard of literacy.
- be an efficient and accurate user of ICT including database and spread sheets.
- be able to work as part of a close- knit team.
- be able to work independently and sometimes under pressure.
- be responsive and reactive but capable of setting clear priorities and working to deadlines.
- to appreciate the values, ethos and character of our school.
- to work with discretion and integrity.
- be trustworthy and flexible with a willingness to go the extra mile.
- be committed to inclusivity.
- have a problem solving and 'can do' attitude.

Essential skills/experience

- knowledge/understanding of the independent sector
- previous experience working in a school
- previous experience in a similar role

Candidates are able to respond to their fit for the role in the personal statement section of the application form.