



Director of Admissions

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep and Senior School
Application Closing Date	Midday Friday 19 November 2021
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](https://www.framlinghamcollege.co.uk/employment)



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Director of Admissions at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

This is an exciting time to join the College and the successful candidate will actively lead the Admissions team to promote the recruitment of pupils from the UK and overseas. Reporting directly to the Principal, the Director of Admissions will be the key public face of the College and actively promote inspiring, strategic and creative leadership of the admissions pathway.

Applicants must have demonstrable experience gained at senior level as this role will be part of the College Senior Leadership Team, as well as the ability to successfully lead and manage people. An understanding of the challenges currently facing all independent schools and the ability to think creatively and seize opportunities is what we are looking for.

A competitive salary is offered as well as ongoing CPD opportunities, and a highly supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood
DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Friday 19 November 2021**. The interview date is to be confirmed and you will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two-week Christmas Shutdown.

Job Information

Reports To

The Principal

Responsible For

Senior School Admissions Officer, Prep School Admissions Officer, Admissions Assistant

Job Location

Framlingham College Senior & Prep School

Hours

Monday-Friday 08.30 – 17.00,
flexibility required beyond core hours.

Weeks

52 weeks per year

Holiday

30 days, plus bank holidays

Pension

Contributory scheme available

Job Description

JOB PURPOSE

- To be a key public face of the College.
- To report directly to the Principal of Framlingham College but also working closely with the Head of Framlingham College Prep School.
- To act as a member of the Senior Leadership Team.
- To provide inspiring, strategic and creative leadership of the College's Admissions pathway.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

1. Whole College Strategic oversight of the Admissions function (from Prep through to Senior School)

- Increase pupil numbers in the College as per the College Growth Strategy through recruitment and retention.
- In close collaboration with the Principal maintain and develop an effective Admissions strategy including the identification of potential new markets and relationships.
- In line with the Strategy, visit feeder schools, UK and International recruitment fairs to promote the College brand and recruit pupils.

Continued from previous page

- Analysis and forecasting of pupil numbers including recruitment into Boarding and Day at the different entry points. Present reports and forecasts to the Principal, SLT and the Governors Marketing, Admissions and Development committee.
- Maintain and improve the efficiency and effectiveness of the College Admissions procedures, taking into account the dynamic nature of the College's key markets and the changing strategies of its competitors.
- Lead the Admissions process from initial enquiry to enrolment ensuring the highest standards of customer service and professionalism.
- Understand, embrace and communicate Framlingham College's Vision 2025, in all communications and interactions with prospective parents and pupils.
- Monitor and report on all high-level metrics, undertake regular market and competitor research and analysis to inform future plans. Revise the strategy where appropriate.
- Keep the Principal fully abreast of all matters related to Independent School Admissions, pupil recruitment trends, emerging recruitment challenges, opportunities and developments.

2. Leadership and Management

- Effective line management of the College Admissions Officers and the Admissions Assistant including the setting of objectives and targets.
- Ensure that the Admissions process for prospective families is professional, seamless and uniform in approach at all points of entry.
- Lead on all Admissions events, attending these whenever necessary and ensuring that the programme of recruitment events is relevant and effective.
- Work closely with the College Marketing Consultant and Marketing Manager when planning Admissions events such as Open Mornings, Prep School Experience Days and visits to feeder schools.
- Develop, refine and monitor all Admissions related policies, systems and procedures in liaison with the wider team.
- Manage the Admissions budget.
- Networking and relationship building with all key stakeholders: past, current and prospective parents, overseas agents, feeder schools, Senior schools, all staff & the media.
- Work effectively across both school sites to ensure a cohesive Admissions function.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, 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 post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Educated to degree level or equivalent	✓	
Recognised marketing and/or public relations qualification		✓
Current driving licence	✓	

KNOWLEDGE

	E	D
Good understanding and appreciation of the principles and practices of schools' marketing and admissions' functions in the independent sector	✓	
Understanding of the attitudes and motivation of children and parents in the education arena	✓	
Knowledge and understanding of effective customer care and management	✓	
Working knowledge of databases/CRM systems		✓

SKILLS AND ABILITIES

	E	D
Strong strategic planning and implementation skills at senior level	✓	
Excellent written and verbal communication skills	✓	
Strong and effective leadership skills	✓	
Strong analytical and forecasting skills	✓	
Ability to interact well with people at all levels - a good negotiator	✓	
Strong presentation skills	✓	
Ability to organise and prioritise work, meet deadlines and work under pressure	✓	
Effective budget management skills	✓	
Ability to articulate the value of independent education	✓	
Competent in Microsoft Office and design software	✓	
Media management		✓
Website, social media and e-marketing management		✓

PROFESSIONAL EXPERIENCE

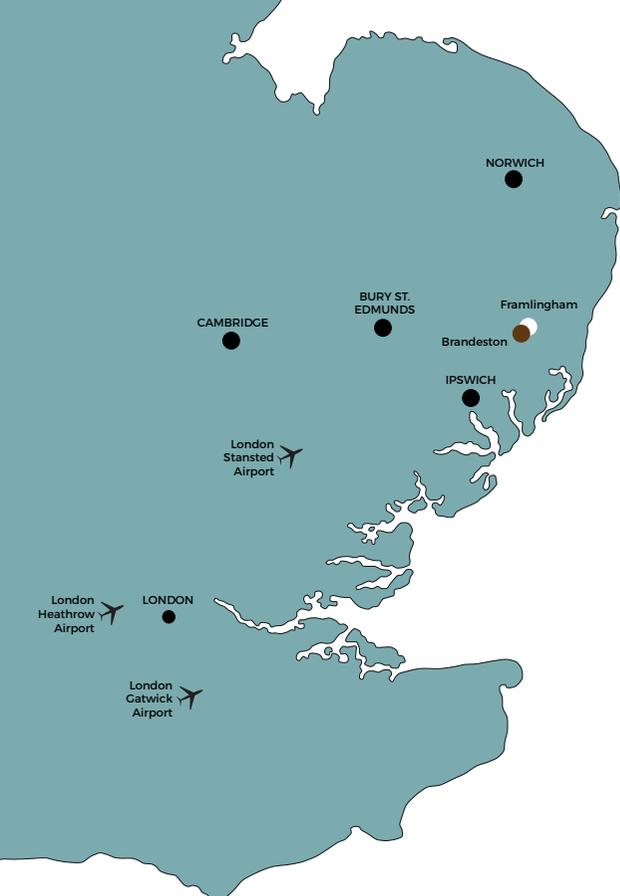
	E	D
Demonstrable experience gained working in a senior admissions role	✓	
Successful project management and business experience	✓	
Experience of successfully developing and implementing strategy	✓	
Experience gained managing a successful team	✓	

PERSONAL ATTRIBUTES

	E	D
Flexibility to attend Open Days and other College events outside normal College hours	✓	
Confidence and presence to be a key public face of the College	✓	
Strong work ethos	✓	
Ability to forge successful working relationships	✓	
Strong emotional intelligence	✓	
A good sense of humour	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.	✓	



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.