



Job Description

Post title: Admissions Officer (full-time, all year round)	
Department: Admissions	Date compiled: November 2021
Salary: £25,000 per annum	Hours per week: 37.5 Days per week: 5 (with occasional Saturday working) Weeks per year: 52
If fixed term, state duration: until 31 March 2022, initially	
Immediate line manager: Director of Admissions Designation and salary of any staff line managed by the post holder: <ul style="list-style-type: none"> None – however the role holder will take a lead in day to day operations of the Admissions Department. Job purpose: <ul style="list-style-type: none"> To provide strong support to the Director of Admissions and to take a lead on certain key responsibilities within the department; helping to ensure that the Admissions team provides an effective and proactive service 52 weeks of the year. Principal duties and responsibilities: The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder’s line manager. Principal Duties <ol style="list-style-type: none"> 1. To provide a professional, efficient and friendly service to families, agents and prep schools seeking information about pupil admission to Oakham School. 2. To work in partnership with the Admissions Secretary/Admissions Assistant(s) to input enquiries and registrations on the admissions database (iSAMS) in full, and update records as appropriate as a pupil moves through the admissions process e.g. notes from any meeting with the Headmaster or other members of staff after a family has visited the School, a preference for a particular house. 3. To work closely with colleagues in the Bursary to ensure that admissions paperwork and deposits are processed and recorded as necessary. 4. To deal with prospectus and open morning requests. 5. To assist with managing student applications from initial enquiry through to a pupil joining the School, to include communicating with agents, parents and schools in arranging entrance 	



assessments and Teams/face-to-face interviews, requesting school reports and references, producing decision letters and collecting joining information.

6. To liaise with key members of staff within the School as necessary on applications e.g. the Deputy Head (Academic), Deputy Head (Pastoral), Deputy Head (Co-Curriculum), Director of Studies, Heads of Lower School, Middle School and Upper School, Academic Support and EAL, Director of Music, Sport, Drama, DT, Art etc.
7. To ensure all information on the school database (iSAMS) is correct when a pupil joins the school (i.e. full name as it appears on official documentation such as passport or birth certificate, census information, previous school etc).
8. To lead on international agent relations making full use of the British Boarding Schools' Network database and ensuring that we maintain accurate records of all agents that we use.
9. To be responsible for UKVI files and CAS allocations, keeping detailed and accurate records to ensure compliance.
10. To provide assistance and support to the Admissions Secretary/Admissions Assistant(s) during peak points in the admissions calendar and holiday periods, ensuring a high level of customer care for all prospective families, both UK and overseas.
11. To assist the Visits Secretary with arranging visits that are requested during holiday periods.
12. To conduct School tours for prospective families when a pupil guide is unavailable e.g. during exam study periods.
13. To oversee the leavers list and ensure leavers forms are sent out and processed on return.
14. To send change of status paperwork to parents/guardians and process it on return and ensure that lists are kept up to date.
15. To make sure that iSAMS is updated each term with joiners, leavers and change of status information.
16. To contribute to the planning and delivery of admissions events as requested by the Director of Admissions e.g. open mornings, entrance assessments, scholarship days, agent visits and induction events.
17. To undertake any other duties as reasonably allocated by the Director of Admissions.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Director of Admissions	Date: November 2021
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Approved for department by	Director of People	Date: November 2021
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