

Admissions Officer

Salary:	circa £29,000 per annum
Line manager:	Marketing, Communications and Admissions Manager
Contract:	Full time (9am-6pm Monday-Friday with one hour lunch break) permanent contract, with 9 weeks' holiday. Occasional work will be needed during evenings and weekends – at least three Saturdays.
Start date:	As soon as possible

CFBL (Collège Français Bilingue de Londres) is an exciting and stimulating place to work. Housed in a Grade II listed building at the heart of London, it welcomes 700 students and 80 staff members from all over the world, with 35 nationalities represented. No two days are the same at CFBL, and you'll have the privilege of working in a community that's brimming with new ideas and a warm, collegial culture. Rated Outstanding by Ofsted, our school provides French-English bilingual education to students aged 3 to 15. We follow the French curriculum, but strive to combine it with the best of British education and culture. CFBL is an equal opportunity employer.

The role

You will ensure the smooth and efficient running of the admissions cycle and recruitment of pupils at all stages. You will have excellent administrative, communication and customer service skills to give all prospective families a positive experience of the school, whether or not they are successful in securing a place. Calm, organised and friendly, you will be a people person with a flexible, can-do attitude. Previous experience of an educational admissions process would be an advantage. Fluency in both French and English is essential.

Main responsibilities

Planning, strategy and marketing

- Assist the Marketing, Communications & Admissions Manager in formulating an overall strategy for Admissions, including reflecting on the efficacy of existing procedures and proposing improvements
- Help identify marketing and communication opportunities to encourage conversions
- Collect and collate feedback from outgoing families to feature in marketing materials
- Keep track of outgoing students, to use their exam results and destination schools/universities in marketing materials
- Keep up-to-date admissions information on competitor schools including fees, marketing materials and open day events

Building relationships and events

- Build and maintain relationships with prospective parents and pupils
- Organise, prepare and run key admissions events such as open days and taster days (weekend or evening attendance will be required in support of these)
- Act as the lead contact for current feeder schools, and build relationships with other schools (French schools abroad, schools in the UK etc).
- Network with key partners and influencers, including relocation agencies, community organisers, and business partners

Admissions process

- Respond to all admissions enquiries (by phone and email) in a timely manner
- Provide personalised one-to-one tours of the school for families, ensuring they receive all the information they need
- Monitor applications as they arrive, check their accuracy and monitor payments
- Organise the academic assessments including entry tests and interviews
- Ensure school databases are accurate and up-to-date at all times
- Manage the reserve list, filling further places as appropriate
- Acknowledge acceptances, verify payments and documentation

Reporting

- Provide timely and accurate reporting on key admissions data to school leadership and Board of governors
- Arrange, prepare for and actively participate in the Admissions Panel meetings where decisions are made
- Provide feedback on personalised tours and admissions events to the Management team

Person specification

Personal attributes

- A calm and friendly persona
- Enthusiastic, pro-active approach with a 'can-do' attitude
- Ability to work independently and as a team
- Drive to improve processes
- Willing to learn new skills
- Diplomatic and tactful, but also politely persistent
- Willing to occasionally work outside of normal office hours

Skills

- Excellent verbal and written communication skills in French and in English
- Highly computer literate, and particularly proficient in Excel
- Well organised and able to work on own initiative, prioritising workload as required
- Experience managing a database and providing reports
- Strong analytical ability and attention to detail
- Excellent telephone manner and interpersonal skills

- Strong interest in education and the ability to successfully build rapport with children and the public

Salary and benefits

The school offers a generous compensation and benefits package, including:

- Salary: circa £29,000 per annum (depending on experience)
- Extremely generous holiday allowance: 45 days (during school holidays), in addition to bank holidays
- Competitive employer pension contribution
- Up to £2,000 flexible benefits to use on transportation, travel, childcare, big purchases...
- Free lunch daily (cooked on the premises)
- We are committed to providing high-quality professional learning throughout your career with us and offer a variety of training sessions and experiences designed to meet your needs, including yearly training
- Perkbox scheme (discounts at a wide range of retailers)
- Bike-to-work scheme and season ticket loan
- School fees remission
- Life Insurance & Income protection
- Health Cash Plan (opt-in)

Conditions

Safeguarding and welfare

The School 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 an Enhanced Disclosure from the Disclosure and Barring Service.

Right to work in the UK

The EU's free movement rules no longer apply in the UK. European Economic Area ('EEA') nationals must be granted immigration permission to live and work in the UK. There are numerous requirements that employers sponsoring individuals under the Skilled Worker route must meet.

How to apply

Please send your CV and cover letter to recruitment@cfbl.org.uk (stating "Admissions Officer" in the subject line) by **Wednesday 23 March**.

First stage interviews will take place on **the week commencing 28 March**.