

ADMISSIONS & EVENTS OFFICER

- Reports to:** The Registrar
- Responsible to:** Warden
- Contract:** This is a 12-month maternity cover.
- Salary:** £27,000 to £30,000 per annum, DOE. Salaries are reviewed annually by the School with increases effective from 1st September.
- Contracted hours:** This is a full-time role. Core hours of work are 7.5 per day, Monday to Friday, with a lunch break of one hour (giving a total of 37.5 worked hours during weekdays). In addition, there is a requirement to work on four or five Saturday mornings during each term. The post holder will also be required to work on up to two Sundays per year and occasional evenings, for which time off in lieu will be given. A flexible attitude is required regarding hours of work, to meet the demands of the position.

1. Role Purpose

A highly organised individual is required to manage the 13+ entry admissions process from enquiry to enrolment of pupils, in addition to organising and managing termly experience, familiarisation and sports events.

2. Role Dimensions and Scope for Impact

The Admissions Department is the first point of contact for all families looking for their children to join the School and as a result the role is customer-focused, fast-paced, busy all year round and no two days are the same. There is a need to get involved in a wide variety of tasks.

The department processes initial enquiries from prospective parents and pupils, organises events to market and promote the School, manages the entire admissions process for all new pupils and is responsible for accurate record keeping and the provision of data. It is managed by the Registrar who is currently supported by a team of seven.

3. Principal Accountabilities

- **Admissions for Year 9 (13+) Entry**
 - Administer all aspects of admissions and enrolment relating to applications for Year 9 (Shell) entry including maintaining accurate data on all enquiries and registrations;
 - Act as a main point of contact for all enquiries from initial enquiry through to enrolment ensuring clear lines of communication and correspondence throughout;
 - Draft offer letters and maintain accurate records of acceptances, rejections and waiting lists;
 - Develop and maintain relationships with feeder schools.

- **Events and Activity Days for Prospective Pupils**
 - Organise and manage termly prospective pupil activity days to showcase the School and its various departments;
 - Organise and manage new pupil familiarisation events;
 - In conjunction with the Sports Department, create and manage prep and primary sports events with the objective of promoting both girls' and boys' sports and raising the profile of the school; and
 - Attend senior school events held during the evenings and sometimes at weekends to help promote the School to prospective families.

- **ISEB Common Pre-Test**
 - Liaise with relevant Prep school staff to confirm pupils sitting the ISEB test for St. Edward's
 - Register the pupils and collate the results for presentation to the Warden, Deputy Head Academic and Registrar.

- **Entrance Examinations and Scholarships**
 - Manage arrangements for Year 9 entrance examinations, including liaison with relevant internal staff to set and mark tests;
 - Arrange for reports and references from current schools;
 - Liaise with the Registrar and Bursary on scholarship and bursary applications for Shell entrants;
 - Produce information on scholarships awarded; and
 - Produce all resultant offer letters.

- **Open Mornings**
 - Arrange, participate in and represent the School at Open Days held on Saturdays during term time ensuring venues are organised, catering is ordered, logistics support is in place, visitor badges and literature are prepared and, on the day, meeting prospective parents and offering information about admission to the School.

- **Database Management and Analysis**
 - Maintain admissions data using the iSams database (training will be given) ensuring the integrity of information by ensuring day to day input of information;
 - Analysis of admissions data; and
 - Maintain a database of feeder schools.

- **Administrative Duties**
 - Manage the general 'Registry' email account to ensure that messages are answered or distributed to colleagues for a timely reply; and
 - Provide support to colleagues and assist in the smooth running of the Registrar's Office

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore

required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Key Performance Measures

- Achievement of recruitment targets
- Improvement in conversion rates from enquiry to accepted offer
- Admission entries are processed in a timely manner
- Experience & Familiarisation Events are well organised and managed
- Entrance examinations are well organised and efficient
- Positive feedback is received from prospective pupils and parents
- Excellent relationships are maintained and developed with Feeder Schools

Knowledge, Skills, Experience and Personal Attributes

Qualifications

A good all-round level of education	Essential
Educated to degree level standard or equivalent	Desirable
Certificate in AMCIS Admissions Management or equivalent training course	Desirable

Knowledge and understanding

Knowledge and understanding of the aims and ethos of the independent schools' sector	Desirable
An understanding of data protection and knowledge of the provisions and requirements of General Data Protection Regulation (GDPR)	Desirable

Skills

An outstanding communicator with excellent spoken and written English and the ability to write correspondence to prospective parents	Essential
Excellent telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
IT literacy including an excellent knowledge of working with databases and proficiency in MS Office particularly Excel and Word (including using mail merge)	Essential
Numerate with a high level of accuracy and an eye for detail and a systematic approach to problem solving	Essential
A flexible approach to work and a willingness to carry out a variety of tasks and to get involved in all aspects of school life	Essential

Experience

Previous experience in a senior administrative role with excellent organisational skills and the ability to multi-task	Essential
Experience of the admissions process in an independent school	Desirable
Experience of iSAMs	Desirable

Experience with Mailchimp	Desirable
Experience of successfully organising customer facing events	Desirable

Personal attributes

Ability to work well as part of a team but also to use initiative and work autonomously when required	Essential
Excellent people skills, including enthusiasm, a welcoming and engaging manner and the ability to relate well to people of all ages and on all levels with sensitivity, tact and diplomacy	Essential
A high level of personal integrity and the ability to be discrete and to maintain confidentiality	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential

5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

6. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

7. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

8. Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August. All holiday, unless in exceptional

circumstances agreed by the Registrar, should be taken during the School's holiday periods. As the School closed completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

9. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 8%.

10. Probationary period

The appointment is subject to a probationary period of three months.

11. Organisation Chart

