

Job Description and Person Specification

ADMISSIONS OFFICER (full time)

Reporting to the Admissions Manager (and ultimately the Director of External Relations) the aim of the role is to assist with running a first class and seamless service for prospective and new parents and pupils. The Admissions team are pivotal to the success of the school and must be highly motivated, smartly presented, bringing energy and initiative to achieve the School's enrolment targets, whilst delivering a warm, welcoming approach to all.

Responsibilities of the Admissions Officer:

- Assisting the Admissions Manager in maintaining the admissions database. This will include managing and monitoring the progress of new pupil enquiries and admissions.
- Setting up and maintaining data files for all girls who register for a place at Prior's Field.
- Processing registration and admissions documentation and producing related correspondence.
- Assisting with production of correspondence and information materials including mail outs.
- Assisting with the organisation of pupil recruitment events such as Open Days attending as required which may include some weekend or evening work, or in future, travel overseas to represent the school.
- Conducting tours of the school as required.
- Becoming an integral member of the school and enjoying contributing to the efficient and smooth-running of the department; this may mean, very occasionally, being asked to cover the work of other colleagues in their absence.

The Admissions Officer is expected to be:

- Able to work within a busy office environment and possess strong interpersonal skills
- A good communicator with an excellent telephone manner able to relate appropriately to both parents and pupils
- A confident user of a range of IT applications including database management, MS Office; training will be given in the more specialist software in use in the School
- Highly organised with an eye for detail and a good appreciation of working in an educational setting
- Able to use their initiative and take responsibility for their area of work to help meet departmental objectives
- Trustworthy and able to demonstrate a knowledge of data protection procedures and the need for confidentiality and discretion when dealing with enquiries
- Above all willing to engage in all tasks that befall the admissions and External Relations team with a strong work ethic, willingness to travel and an understanding of their part in marketing the School.

Additional desirable (but not essential) criteria:

- Previous experience in event management

- Previous experience in conference or hospitality venue sales
- Knowledge and experience of pupil recruitment in the independent school sector

Conditions of employment:

- The employee is expected to work 37.5 hours per week.
- A competitive starting salary.
- There is a contributory pension scheme which staff may join if they wish; Details are available from the School.
- Lunch is available free of charge when school is in session; tea and coffee is also available in the staff study free of charge throughout the day.
- There will be a six month probationary period.
- Employees are eligible for reduced fees after successfully passing their probationary period, if their children attend the School.
- Some pupil recruitment events may take place at evenings or weekends for which time in lieu will be given or over time will be paid.
- The position is subject to enhanced DBS certification and satisfactory references being obtained.

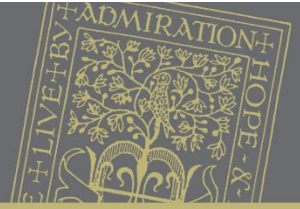
MAY 2022

Prior's Field Priorsfield Road Godalming Surrey GU7 2RH

t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038



Job Description and Person Specification

ADMISSIONS OFFICER (term time + 5 weeks)

Reporting to the Admissions Manager (and ultimately the Director of External Relations) the aim of the role is to assist with running a first class and seamless service for prospective and new parents and pupils. The Admissions team are pivotal to the success of the school and must be highly motivated, smartly presented, bringing energy and initiative to achieve the School's enrolment targets, whilst delivering a warm, welcoming approach to all.

Responsibilities of the Admissions Officer:

- Assisting the Admissions Manager in maintaining the admissions database. This will include managing and monitoring the progress of new pupil enquiries and admissions.
- Setting up and maintaining data files for all girls who register for a place at Prior's Field.
- Processing registration and admissions documentation and producing related correspondence.
- Assisting with production of correspondence and information materials including mail outs.
- Assisting with the organisation of pupil recruitment events such as Open Days attending as required which may include some weekend or evening work, or in future, travel overseas to represent the school.
- Conducting tours of the school as required.
- Becoming an integral member of the school and enjoying contributing to the efficient and smooth-running of the department; this may mean, very occasionally, being asked to cover the work of other colleagues in their absence.

The Admissions Officer is expected to be:

- Able to work within a busy office environment and possess strong interpersonal skills
- A good communicator with an excellent telephone manner able to relate appropriately to both parents and pupils
- A confident user of a range of IT applications including database management, MS Office; training will be given in the more specialist software in use in the School
- Highly organised with an eye for detail and a good appreciation of working in an educational setting
- Able to use their initiative and take responsibility for their area of work to help meet departmental objectives
- Trustworthy and able to demonstrate a knowledge of data protection procedures and the need for confidentiality and discretion when dealing with enquiries
- Above all willing to engage in all tasks that befall the admissions and External Relations team with a strong work ethic, willingness to travel and an understanding of their part in marketing the School.

Additional desirable (but not essential) criteria:

- Previous experience in event management

- Previous experience in conference or hospitality venue sales
- Knowledge and experience of pupil recruitment in the independent school sector

Conditions of employment:

- This position is term time + 5 weeks as follows:
 - 1 week to be worked in the PF Easter break
 - 2 weeks to be worked in the PF Summer break
 - 1 week to be worked in the October half term
 - The remaining week to be split across other school holidays as agreed with the Director of External Relations.
- The employee is expected to work 37.5 hours per week.
- A competitive starting salary.
- There is a contributory pension scheme which staff may join if they wish; Details are available from the School.
- Lunch is available free of charge when school is in session; tea and coffee is also available in the staff study free of charge throughout the day.
- There will be a six month probationary period.
- Employees are eligible for reduced fees after successfully passing their probationary period, if their children attend the School.
- Some pupil recruitment events may take place at evenings or weekends for which time in lieu will be given or over time will be paid.
- The position is subject to enhanced DBS certification and satisfactory references being obtained.

MAY 2022

Prior's Field Priorsfield Road Godalming Surrey GU7 2RH

t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038