



Brentwood School

Admissions Assistant (Senior School)

Department:	Communications, Admissions & Development
Hours:	9am - 3pm Term-time only; 2 weeks in school holidays (to be agreed with line manager)
Report to:	Admissions Manager (Senior School)
Contacts:	Headmaster, Director of Communications, Admissions & Development, International Recruitment Manager, Senior Deputy Head, Deputy Head Academic, Director of Sixth Form, Heads of Year,, Prep School Admissions Manager, Finance Team, Communications Team, Database Team, Admin Team, Director of Studies, Head of English as an Additional Language, Heads of Boarding Houses, Director of Performing Arts, Director of Sport, Director of Music, Heads of Maths, English and Art, Master in Charge of Chess
Job Purpose	<p>The Admissions Assistant will have an excellent telephone manner and interpersonal skills. The ability to deal with numerous tasks at once and manage priorities is key and he/she should be able to work and keep calm under pressure. Somebody with knowledge and experience of an Admissions office within an independent school would be preferable, but not essential.</p> <p>A significant proportion of the job surrounds the administration of pupil records including a very extensive admissions process. The School's MIS (Management Information System) is currently iSAMS. Experience of this software would be helpful, but not essential. Experience of other MISs and CRMs would also be advantageous.</p> <p>The successful candidate will also work closely with the international Recruitment Manager to liaise with prospective boarding families and agents, arrange visits and interview appointments, process acceptance paperwork and contracts, and sensitive visa information.</p> <p>Further to the above, candidates should have a good working knowledge of ICT and be confident with appropriate computing and IT procedures, including the Google suite, and to keep up-to-date with developments in these areas.</p> <p>All members of the School's operational staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time, to include Saturdays: our Entrance Examination in December and our Open Morning in June.</p>

	<p>The nature of the work demands that discretion and confidentiality are of utmost importance at all times. The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the School.</p> <p>It is important to find the person who will give the right impression, build strong and lasting relationships, live through our values, and believe in our aims and ethos.</p>
<p>Key Tasks</p>	<p>Enquiries:</p> <ul style="list-style-type: none"> ● To provide a positive welcome to prospective parents and pupils when they visit the School <ul style="list-style-type: none"> ○ The Admissions Team is usually the first contact prospective parents have with the school. Knowledge, understanding and belief in the school's values, ethos and aims - and the ability to communicate this directly and indirectly - are important aspects of this role. ● To ensure that all contact with prospective parents, agents, and feeder schools is professional and of the highest quality <p>Admissions:</p> <p>To assist in the running of the Admissions process for the Senior School (from 11-18) and therefore support the Headmaster, Deputy Head (Academic), and International Recruitment Manager. This process includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Administering the admissions process at every year of entry for the Senior School (11+ to Sixth Form, including internal applications in the Year 11) using the School's online Admissions portal, Open Apply (training will be provided) ● Making offers, keeping a record of pupil numbers and updating them regularly ● Preparing offer letters to parents informing them of the results of all entrance examinations and scholarship assessments ● Database Management - enter and regularly update data accurately and within appropriate timescales into the pupil database system from initial enquiry onwards ● Assisting with the provision of the joining instructions pack for new pupils ● Collating and circulating full details of all pupils starting at the beginning of each academic year ● Working with the Admissions Manager (Prep School) in order to develop an understanding of 3-11 admissions, and share an understanding of 11-18 admissions <p>International Admissions:</p> <ul style="list-style-type: none"> ● Meeting regularly with the International Recruitment Manager to gain an understanding of boarding Admissions and contribute towards filling the boarding house each year ● To assist with pupil Visa applications ● To assist in ensuring that admissions for overseas pupils are compliant with current legislative requirements ● To help maintain the register of those requiring visas to study in the UK ● To maintain the database of boarding pupils ● To liaise with the Bursary team to ensure international pupils' deposits are paid

	<ul style="list-style-type: none"> ● To arrange and assist with visits of international students and their families <p>Events & Assessments:</p> <ul style="list-style-type: none"> ● To work closely with the Communications Team to plan and deliver a programme of events that includes Open Days, Boarding Fairs, Taster Days and Introductory Evenings ● To work closely with the Director of Studies to plan Entrance Examinations, Assessments and liaison with Feeder Schools ● To work closely with Heads of Departments to coordinate Scholarship assessment days and offers ● To liaise with feeder schools to request information on applicants <p>Compliance:</p> <ul style="list-style-type: none"> ● To ensure that all parents are fully informed about the School's terms and conditions and that they pay the relevant registration fees and deposits before pupils enter the School, liaising regularly with the Bursary ● At all times, work within the School's policies and procedures, ensuring compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Health and Safety at Work Act and National Care Standards <p>All members of the operational staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.</p> <p>The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the exigencies of the school.</p>
<p>Essential Qualifications, Experience and Character Traits</p>	<p>1. We are looking for someone with a positive outlook and can-do attitude, who will</p> <ul style="list-style-type: none"> ● Understand and personify the school's values, aims and ethos ● Have a warm, welcoming and articulate manner both verbally and in writing ● Be a team-player who works well with fellow colleagues across the organisation ● Be able to deal with numerous tasks at once and manage priorities; ● Be able to work and keep calm under pressure ● Learn the school's admissions systems (iSAMS and OpenApply) quickly ● Demonstrate discretion and confidentiality ● Be able to deal with sensitive and personal information ● Demonstrate a high level of empathy, sensitivity, and understanding of the issues faced by parents of young children ● Be able to resolve conflicting demands and create positive outcomes through a solution focused approach ● Demonstrate a willingness to develop personally, learn from mistakes, and engage with the wider community of Admissions professionals in other Independent Schools

2. The post-holder will demonstrate the following qualities:

- Excellent organisational skills
- Open-mindedness
- Consistency and loyalty
- Resilience
- Flexibility
- Determination
- Excellent interpersonal skills
- Outstanding communication skills
- A good sense of humour
- Living by the school's values and using them to guide and inform their work:
 - We embody our values of virtue, learning and manners just as those before us have been doing since 1557. We are proud of our modern inclusive community which is shaped by our Christian Foundation. Our pupils are confident without being arrogant, they look out for each other, they do the right thing, even when no-one is looking and they respect difference: you will see a footballer enjoying lunch with a chorister and a dance captain running a recycling project with a young chess enthusiast.

We help our pupils to solve problems. In partnership with parents, we teach them to persevere after setbacks, adopt a growth mindset, and challenge the norm. We encourage them to ask questions in class and take control of their own learning. Of course, they work hard and enjoy great success in and out of the classroom, and once they've left us, many go on to use and develop their leadership skills and achieve beyond their expectations, always remembering what Brentwood has taught them.

That's who we are. We are Brentwood.

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.