



Perrott Hill

INTERNATIONAL ADMISSIONS AND LETTINGS OFFICER

JANUARY 2023



Job description

Job title

International Admissions and Lettings Officer

Responsible to

The Admissions Registrar and the Bursar, with a close working relationship with the Director of Marketing and Communications

Salary

Dependent on experience.

Hours of work

This is a full-time position (all year round) with normal working hours of 0900-1700 Monday to Friday. 25 days holiday per year plus bank holidays. Some evening and weekend work may be required, for which time off will be given in lieu.

Introduction

We are looking to appoint an excellent and experienced administrator with an international outlook and outstanding interpersonal skills to take up the position of International Admissions and Lettings Officer. A willingness and desire to work and build relationships with agents and families on an international level is an absolute must, as is a flexible approach to working hours



as some evening work, and international travel, may be required (for which time off will be given in lieu). Similarly, we are looking for someone who is interested in and excited at the thought of building the lettings side of the business, to ensure the facilities at Perrott Hill are developed and utilised to maximise non-fee income. Experience of working in a school is not essential, but an appreciation for and understanding of the sector is: the successful candidate will be able to clearly articulate the benefits of a Perrott Hill education – and of the school and setting itself - to all stakeholders.

The school

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 183 pupils aged 3-13, of which 85 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. In 2022 we were shortlisted for Best Prep School at the Tatler Schools Awards, Prep School of the Year at the Tes Awards, Prep School of the Year and Small Independent School of the Year at the Independent Schools of the Year Awards, and the Supporting Junior Boarders Award at the BSA Awards.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 3-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports



hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

Core responsibilities

International Admissions

- Overseeing all aspects of international admissions, which is a key area for development over the next few years. It should be noted that there is a cap on international boarders and the school will not exceed this; therefore in the short term this role is about forging and maintaining excellent links with international families and agents. Support and training in this area will be provided and some overseas travel may be required;
- Updating and monitoring the school's profile on the British Boarding Schools Network (BBSN) website on an ongoing basis, suggesting improvements and keeping on top of BBSN news and research;
- Organising and attending school fairs and events, acting as a representative of the school;
- Liaising with external agencies and families regarding paperwork and forms;
- Liaising with members of staff regarding the arrival and requirements of any new pupils;
- Liaising with colleagues at Stirling Education;
- Organising online video calls between international families, the Headmaster, the Head of Boarding and EAL staff;
- Entering any international enquiries to the RS Admissions database, for which training will be provided;
- Overseeing Visa applications, working alongside our external agency to ensure all requirements are met. An understanding of the new points-based immigration system is desirable.

As a key member of the admissions and marketing team, the postholder will also be responsible for:

- Answering the phones and, in the absence of the Admissions Registrar, taking information from enquirers about their family and needs;



- In conjunction with our Music Teacher, overseeing the admin for our Tuneful Tots music classes for ages 0-3;
- In conjunction with our Pre-Prep staff, overseeing the admin for our Parent and Toddler Group;
- In conjunction with the Director of Studies, overseeing the admin for our Scholarship Day (once a year);
- Assisting with the distribution of prospectuses, Review magazine and any other admissions literatures to respective parents in a timely and professional manner;
- Welcoming visitors to the school in a friendly and professional manner, touring them where necessary and introducing them to relevant members of staff;
- Representing the school at external events where necessary;
- Observing confidentiality and discretion at all times;
- Attending and assisting with our termly Open Morning events (three per year);
- Assisting the Admissions Registrar with any other aspects of the admissions function as required;
- Carrying out any other tasks as reasonably requested by the Headmaster, Bursar and Director of Marketing and Communications.

Lettings Officer

- Managing all lettings enquiries and the school's lettings programme (which is currently small) ensuring the right balance between school requirements and lettings;
- Building and developing the school's lettings programme outside of term-time – for example, liaising with Stirling Education and overseeing any possible summer schools;
- Ensuring Letting Agreements are in place for all external lettings of School property and facilities;
- Developing and managing the bookings system and ensuring registers of users are maintained to enable accurate billing;
- Meeting and checking in all residential lettings groups (at evenings/weekends as required) and ensuring all Health & Safety requirements are explained on check-in, including fire procedures and sharing of other appropriate risk assessments etc;
- Managing all lettings groups when on site including daily checks of facilities to ensure appropriate use and no damage;
- Being on call for out-of-hours emergencies for groups on site;
- Co-ordinating the work of staff assisting with lettings;
- Meeting regularly with the Bursar in relation to lettings administration;
- Liaising with hirers, ensuring customer satisfaction and eliciting feedback on the customer experience. Dealing with problems and issues arising from lettings;
- Liaising closely with all staff, co-ordinating lettings activities with the school's needs;
- Liaising closely with the school's resident staff;
- Maintaining a timetabling system to manage demand and communicate plans to other staff;
- With the Bursar and Director of Marketing and Communications, developing a long-term strategy for promoting lettings at Perrott Hill;
- Negotiating prices and close business subject to adherence with Lettings Policy and approval procedure;



- Attracting new lettings from clubs and groups to maximise income and minimise vacant hire slots;
- Conducting market research to establish pricing for the facilities in line with the market and community user needs;
- Liaising with the Director of Marketing and Communications regarding the promotion of our facilities/lettings on our website and social media channels, and to provide content as required;
- Building relationships with partners and community groups;
- Arranging annual meetings with major users to discuss their contracts and experiences.

Person specification

- Outstanding administrative and communication skills, with good business acumen, an eye for detail and a high degree of computer literacy;
- A strong education, ideally to graduate level, with the ability to use a high standard of English across all hard copy and email communications;
- A global outlook and an appreciation for other cultures and diversity in general;
- Meticulous organisation and an understanding of the independent sector;
- Confidence in communicating with a range of people, including prospective and current parents, local businesses and international agents;
- A professional appearance and warm manner;
- The ability to work alone and as part of a team, and to communicate effectively with all members of staff;
- Excellent time management skills and an organised approach to working;
- Enthusiasm for admissions and lettings and the ability to go between the two;
- Above all, enthusiasm and passion, with a commitment to the values and ethos of Perrott Hill.

The post begins as soon as possible, but by the beginning of April at the latest. The closing date for completed applications is 0900 on Monday 20th February, with interviews taking place shortly afterwards.

Applications will only be accepted from candidates completing the school's own Application Form in full. CVs will not be accepted in lieu of a completed Application Form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an Application Form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- We will seek references on short-listed candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their Application Form in the appropriate place if they do not want referees approached without their specific permission to do so.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.
- If a short-listed applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a short-listed applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons.
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



How to apply

Please email your letter of application, completed application form, the names and contact details of two referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on ctootill@perrotthill.com.



Invitation to interview

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

Conditional offer of appointment: Pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- a clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- a signed confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2022);
- completion of a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/ NCTL.

