



KINGSWOOD

BATH

JOB DESCRIPTION: ADMISSIONS MANAGER

Kingswood is looking to appoint a detail oriented, enthusiastic and experienced admissions professional to join the Kingswood Admissions and Marketing team. Based at Kingswood Senior School, you will report into the Director of Admissions and Marketing and work closely with the Lower School Registrar and Admissions Officers.

Acting as the first point of contact for families seeking to join the Kingswood community, you will play a critical role helping to secure our future, as we celebrate our 275 anniversary. The role will include, but not be limited to, events management, database administration, data reporting and contact with families.

The right candidate will ideally have experience in admissions in the education sector and will have the passion to get involved with all aspects of Admissions. Working weeks will be varied: you will go from arranging a taster day for our new Year 9 students, to reporting on trends and collating insights about our applicants, or managing the offer letter process to Year 12 applicants. Ensuring that the admissions experience is smooth, professional and executed in a timely manner is crucial.

You will report in to Director of Admissions and Marketing, who will support you with executional training, as well as provide coaching on how to develop your analytic skills. There is significant scope for role development for the strongest candidates.

This is a permanent role, working 8.30-5pm, full time, although you may have to work such additional hours as reasonably required by the School. It is expected that some weekend and evening work will be required as an integral part of the role; representing the school at internal and external events and some international travel may be offered. Flexible working requests will be considered.

KEY DUTIES & RESPONSIBILITIES

Main tasks:

- Support the Director of AMC in delivering the strategic aims across the department through excellent customer service and support to prospective and joining pupils, their families and international agents
- Lead the management and execution of the admissions process for Year 8, Year 9, Year 10 and Year 12 and any adhoc applications for other year groups:
 - Key deliverables will include managing assessment papers & results panels, offer letters, as well as waiting and reserve lists.
 - This will include tracking results accurately in preparation for decision panel meetings, delivering additional information as required and sharing recommendations into bursary and decision panels based on wider knowledge of applicant and family.
- Lead the delivery of key Admissions events including Interview Days, Assessment days, Scholarship assessment days, Taster days and Induction events. Post event, further develop events to improve the experience for attendees and the insights offered to the school.



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- Manage the administrative processes involved in supporting students requiring Child Student visa Sponsorship. Ensure that Kingswood school remains compliant with all elements of legislation pertaining to immigration. Issue CAS as required, under the guidance of the Director of Admissions and Marketing
- Co-ordinate communication across the admission cycle.
- Prepare reports and spreadsheets pertaining to these activities, as well as supporting the annual admissions review via data and insights.
- Be the main point of contact for complex parental queries, escalating to management as needed, particularly for bursary queries.
- Oversee the online enquiry and registration system, including registration payments, having responsibility for ensuring the smooth and efficient running of the system. Lead the annual updates to ensure best in class executions, and support the Admissions Officers during busy periods.
- Partner with the Marketing Team to provide insights on prospective parents, and families. and Attend admissions and recruitment fairs as needed, including some international travel in the future.

It should be noted that this is not a definitive list; your duties will be at least those listed above.

You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as an ambassador for Kingswood School.
- Build and maintain positive working relationships with all Kingswood colleagues, and support the wider community as needed during busy periods.
- Attend occasional evening and weekend school events and expos
- Observe health and safety procedures and work safely at all times

THE IDEAL CANDIDATE

Capabilities and Aptitudes:

- A talent for forming positive relationships across a broad spectrum of colleagues, prospects and customers. Strong team working skills as a member and leader will be required.
- A enthusiasm for supporting families through the admissions cycle, managing sensitive discussions and adapting support as required.
- The ability to independently manage a diverse workload with multiple priorities.
- Willingness to recommend improvements to current ways of working.



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| | Essential | Desirable |
|--|-----------|-----------|
| Good general level of education, including numeracy and literacy | X | |
| Educated to degree level or equivalent | X | |
| Experience of working in Admissions in education | X | |
| Experience of working in Admissions in the Independent sector | | X |
| Professional Experience, Personal Competencies and Skills | | |
| Excellent interpersonal and relationship management at all levels | X | |
| Excellent communication skills, both oral and written | X | |
| Proven ability to take initiative and responsibility for output | X | |
| Ability to prioritise and keep calm under pressure | X | |
| Small scale event management experience | | X |
| Excellent ICT skills: experience using Outlook, Teams, Word, Excel | X | |
| Experience and understanding in reporting | | X |
| Understanding of GDPR and UKVI legislation | | X |
| Understanding of safeguarding | X | |

CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

TERMS AND CONDITIONS

NORMAL HOURS OF WORK

Your normal hours of work will be 8.30am to 5.00pm, Monday to Friday (with 30 minutes unpaid for lunch).

HOLIDAY

Paid holiday entitlement is 5.6 weeks per year.

STAFF DEVELOPMENT REVIEW

Your Staff Development Review will be undertaken by the Director of Admissions and Marketing



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PAY & BENEFITS OF SERVICE

SALARY

A competitive salary in the region of £30,000 is offered. This is dependent on qualifications, skills and experience.

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service. These include:

- Professional development and training.
- Free meals provided in the Dining Room with refreshments available throughout the day.
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Program, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.



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APPLICATION PROCESS

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please register via this link https://kingswood.ciphr-irecruit.com/templates/CIPHR/job_list.aspx and apply using the online application form.

The closing date for applications is Wednesday 8 November 2023, midday.

If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, on 01225 734350 or email: recruitment@kingswood.bath.sch.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Kingswood School.