



Job Description: Admissions Officer

Purpose of the job:

The Admissions Officer will be the key point of contact for prospective families and will support the Director of Admissions and Marketing, ensuring that families have the best experience on their admissions journey from their very first point of contact to their child's first day and beyond.

The successful candidate will share their passion about Education and St Michael's to inspire families to join our community.

They will be responsible for the administration of the admissions process, the upkeep of the admissions database and liaising with our prospective families through telephone conversations and email correspondence. The role also includes leading tours of the school for prospective families.

Line Manager:

- Director of Admissions and Marketing

Responsible to:

- The Head
- The Deputy Heads
- Head of Pre-Prep
- The Governing Body

Other key relationships:

- Senior Leadership Team
- Marketing and Media Manager
- Finance Department
- Parents
- Pupils
- Colleagues

Key responsibilities:

Alongside the Director of Admissions and Marketing, you will be a point of contact for prospective parents during all aspects of the admissions process. Your role will include the following:

Relationship building with prospective families

- Building and maintaining a rapport with prospective families
- Speaking to parents on the telephone, answering their questions and talking about St Michael's and the joy and wonder of learning
- Conducting tours of the school and welcoming families during their visit



- Organising and hosting Taster Days for prospective children
- Maintaining close contact with families throughout the admissions process, following up regularly with emails and phone calls
- Guiding families through the start of term including meeting them on the first day and organising buddies

Admissions Administration

- Providing timely, accurate information at all stages of the admissions journey (enquiry, registration, offer and acceptance) to parents and staff
- Ensuring accurate information is maintained on our databases (Metis/SIMS and OneDrive) for each stage of the admissions journey (training can be provided)
- Responding to calls and emails promptly and efficiently
- Organising the tour calendar and individual tours
- Communicating with children's previous schools for references, reports and safeguarding
- Producing and writing letters to parents including responding to prospectus requests
- Liaising with the school's uniform shop and Parents and Friends Association regarding new joiners
- Organising the first day of school for prospective children
- Keeping a record of and communicating with the Finance Team regarding registration fees and deposits
- Keeping up to date with educational legislation including Children Missing in Education (training can be provided)
- Updating the Admissions Register accurately for compliance with ISI (training and support will be provided)
- Ensuring that Kent County Council are informed of pupil leavers and new joiners

Events

- Contributing to the organisation and hosting of admissions events, currently required a couple of evenings a year
- Inviting parents to and compiling registers for two Open Mornings a year (currently)
- Organising a Nursery Information Evening(s)
- Inviting prospective children to a Move-Up Morning and organising logistics
- Contributing to the organisation of the Senior Schools Fair (currently every three years)
- Supporting the Marketing Team with Prize Giving

Any other reasonable request from the Director of Admissions and Marketing or the Head.