

JOB DESCRIPTION

ADMISSIONS ASSISTANT

RESPONSIBLE TO: REGISTRAR

SPECIFIC QUALITIES REQUIRED

Experience of database management

A high standard of working knowledge of Microsoft Excel, Word

A high degree of accuracy with attention to detail

A courteous, approachable and welcoming manner under all circumstances

A flexible approach with a willingness to adapt to the changing demands of school life and to the challenges and changes of the recruitment market

An enjoyment of teamwork with excellent communication skills

A confident and friendly telephone manner

HOURS OF WORK

To work between the hours of 8am – 4pm, three days per week, with one hour for lunch. To include occasional evening/Saturday work for Open Events.

Annual contract with holidays to be taken in conjunction with the Registrar.

DUTIES

* To support the Registrar in the liaison with prospective parents at all stages of the admissions process.
* To assist with the administration of the Admissions process by ensuring registration forms are acknowledged, processed and entered onto the Admissions Database (RS Admissions). This includes reference requests and liaison with the Bursary.
* To assist in chasing up existing enquiries.
* To compile template letters and mailings throughout the year for events, Awards, Scholarships and the admissions process. To assist in the organisation, administration and delivery of the annual Awards and Scholarship process.
* To support the Registrar in the administration of prospective parent visits, individual taster days and assessments.
* To assist with the administration and facilitation of all recruitment related events including Taster Day events, Discovery Mornings, Open Morning/Evenings, Sixth Form interviews and Moving Up Days.
* To compile regular reports from the Admissions Database (RS Admissions) to monitor the ongoing trends, statistics and admission numbers.
* To put together prospectus packs and welcome packs for issue to prospective/new pupils.
* To update the whole school Admissions Register on a monthly basis.
* To report school pupil leavers and joiners to Devon County Council as required
* To maintain and update the immigration (Tier 4) spreadsheet and records for overseas students on a regular basis (Tier 4 training will be issued).
* To undertake any other reasonable duties as required.