

## ADMISSIONS ASSISTANT

### Job Description

**LINE MANAGER:** Admissions Registrar

#### Terms and Conditions

This is a part-time position.

Tuesday – Friday 8am – 2pm

Term time only but to cover annual leave for the Registrar 25 days during the holidays - 9am – 2pm per day and to work the last week during the summer holidays – four days from 8am – 2pm

Salary up to £14.08 per hour dependent on experience

To include some evenings and Saturdays to cover:

- Open Mornings: 2 x 5 hours (approximating that it would be between 8am and 1pm)
- Discovery Mornings: 2 x 5 hours (approximating that it would be between 8am and 1pm)
- Sixth Form Open Evening: 3 hours (approximating 5.30-8.30pm)
- January Assessment Morning: 5 hours (approximating that it would be between 8am and 1pm)
- Sixth Form Scholarship Interview Evenings x 3 – 3pm – 6.30pm
- Events – To accompany the Registrar at Career Fairs including preparation
- There would be the requirement to be flexible and swap hours to cover any morning or afternoon events – School fairs or the Year 5 Insight into the Senior School, for example.
- The Admissions team is part of the Marketing and Admissions department; the role will require the postholder to support the Admissions Registrar and Marketing Team running events, as and when required as a team member.

#### Specific Qualities Required

- A courteous and welcoming manner under all circumstances.
- The ability to build strong and effective relationships with both colleagues and prospective parents.
- Excellent communication skills.
- Enjoyment of teamwork.
- Experience and enjoyment of database management (iSAMS training will be provided).
- A high standard of working knowledge of Excel, Word and Outlook to include diary management.
- A high degree of accuracy with attention to detail.
- 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.
- Ability to work with sensitive and confidential data with discretion.

<p><b>Administration</b></p>	<p>To support the Registrar in liaison with prospective parents at all stages of the admissions process.</p> <ul style="list-style-type: none"> <li>- To answer telephone calls and emails from prospective parents in a friendly and confident manner.</li> <li>- To be able to meet prospective parents in person and greet them in a friendly and confident manner.</li> <li>- To be able to meet prospective students from Pre-Prep through to Sixth Form with a warm and friendly manner.</li> <li>- To take tours with prospective parents and students, as required.</li> <li>- To build rapport with enquirers, learning as much as possible about their daughter's strength and interests to inform the later stages of the admissions process.</li> <li>- To help prepare standard and personalised letters to be sent to prospective families at various points in the admissions journey, including offer letters informing parents of the results of all entrance examinations and scholarships assessments.</li> <li>- To provide data to teaching staff regarding new joiners as directed by the Registrar.</li> <li>- To assist in chasing up existing enquiries.</li> </ul>
	<p>To assist in the organisation, administration and delivery of the annual Awards and Scholarship process.</p>
	<p>To put together prospectus packs and welcome packs for issue to prospective/new pupils.</p>
	<p>To report school pupil leavers and joiners to Devon County Council as required.</p>
	<p>To maintain and update the immigration (Sponsored Student) spreadsheet and records for overseas students on a regular basis (sponsored student training will be issued). To book transport and create itineraries for international student holiday transport. Log travel on database. Visa report and monitoring - chase any outstanding share codes</p>
	<p>Assisting with the provision of the joining instruction packs for new pupils.</p>
<p><b>Database Management</b></p>	<p>To enter enquiries on to the Admissions database. Manage records, to ensure that all correspondence and documentation is correctly received, acknowledged and filed, and that the database is kept constantly up-to-date. This includes registration forms, confidential information, reference requests, school reports etc.</p>

	To annually update all new joiner forms, international registration form, scholarship application forms alongside the Registrar. Training will be given.
	To input data from families registering for any Open Events and ensure records are complete for future contact.
	To compile regular reports from the Admissions Database to monitor the ongoing trends, statistics and admission numbers.
<b>Events</b>	To compile template letters and mailings throughout the year for Open Events and other admissions activities such as Awards & Scholarship days and Assessment Mornings.
	To assist the Registrar to ensure families who have registered for an Open Event are corresponded with in a timely manner, that the admissions database is updated as required and families are followed up post attendance.
	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 Days, Discovery Mornings, Open Morning/Evenings, Sixth Form interviews and Moving Up Days.
	To attend Open Mornings, Discovery Mornings, the Sixth Form Open Evening, Assessment Days and any other Admissions events, as required.
	To assist the Registrar with organising any international trips and attendance at School Careers Fairs.
	To undertake any other reasonable duties as required.
<b>General</b>	To support the Registrar as required and directed.
	Team player with the ability to multi task in an ever-changing environment.
	To ensure that a positive impression of the School is always promoted, delivering an efficient, professional and warm admissions service to parents, students, feeder schools and the wider public, and to provide a smooth and successful admissions process.