**JOB DESCRIPTION**

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| **Job Title:** | Admissions Assistant | **Department:** | Admissions |
| **Hours of Work:** | 9:00 – 17:00 Monday to Friday, 52 weeks per year | | |
| **Responsible To:** | Admissions Manager | **Responsible For:** | N/A |

**Summary of Role:**

Admissions Assistant to support the Admissions Team recruiting students to Woldingham School. Professional development opportunities will be available to the Admissions Assistant.

**Specific Responsibilities:**

The Admissions Assistant will assist the Admissions Team:

1. To ensure that a positive impression of the school is promoted at all times, delivering an efficient, professional and warm admission service to parents, pupils, feeder schools and the wider public to provide a smooth and successful admissions process.
2. Regular communication with prospective parents, both verbal and written, ensuring that all experience a friendly, responsive and informed introduction to the school and admissions journey through to becoming a current student.
3. Establish and maintain efficient and effective working relationships with the wider community of the school’s residential, teaching and support staff communities.
4. Maintain accurate records of all contacts on the Admissions database.
5. Undertake market research and produce reports as required.
6. Support the Registrar with much of the Department’s day–to-day management and administration – processing registration forms, co-ordinating visits and meeting and touring families when necessary.
7. Produce mailings for all key admissions events, processing all admissions communications.
8. Assisting with all event planning and hosting of open events, assessments days, scholarship days and taster events.
9. Co-ordinate the preparation of packs for school fairs and open events.
10. To support the Department with the visa sponsorship process and record keeping ensuring compliance.
11. Any other tasks as requested by Admissions Registrar or Assistant Registrar.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Fluent and accurate written and spoken English. * Confident telephone manner. * Excellent computer skills using MS Office with at least an intermediate level in Word and Excel, and some experience of using database programmes. * Ability to undertake market research and produce reports as required. * Ability to analyse and problem solve. * Excellent communications skills, courteous, polite and helpful and have an understanding of customer care expectations for a demanding market. * Highly organised with good time management skills, able to prioritise, keep calm and manage workload – often to tight deadlines. * Strong educational background, ideally reaching a minimum of A-level standard. | * Knowledge of iSAMS. * Prior experience of working within a customer facing role. |
| **Personal Behaviours** |  |
| * Ability to work independently, problem solve and use initiative. * Work collaboratively as part of a team and maintain harmonious relationship with work colleagues. * A positive ‘can do’ approach with a willingness to adapt. * A sense of humour * A strong role model who is able to promote the School to others. * Strong attention to detail. | * Flexible work hours when required e.g. represent the school at exhibitions after 5pm, open mornings on a Saturday. |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* Start Date: September 2022
* Working hours: Monday to Friday 09.00 to 17.00 pm
* Salary: Between £23,000 to £25,000 per annum
* Holiday. The holiday entitlement is 5 weeks per year plus public holidays.
* Pension. The successful candidate will be auto enrolled into the School’s pension scheme, which includes life assurance.
* Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
* Parking. There is free parking on site.
* Gym and Pool. There are staff sessions for use of these facilities.