**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | ADMISSIONS MANAGER (Maternity Cover April 2024 – April 2025) | **Department:** | Admissions |
| **Hours of Work:** | 09:00-17:00 Monday to Friday, 52 weeks per year with 25 days holiday  |
| **Responsible To:** | Director of Admissions | **Responsible For:** | n/a |

**Summary of Role:**

* The Admissions Manager’s role is to play an integral part in the smooth running of the Admissions process, supporting the Admissions Team to recruit students to Woldingham in line with the school’s Pupil Growth model.

**Accountability**

* Accountable to the Director of Admissions for the successful delivery of the post’s requirements.

**Specific Responsibilities**

1. To ensure that a positive impression of the school is promoted at all times, delivering an efficient, professional and warm admissions service to parents, pupils, feeder schools and the wider public to provide a smooth and successful admissions process.
2. To manage all regular group communication with prospective parents and feeder schools, ensuring that all stakeholders experience well-presented, accurate and efficient communication.
3. To manage the Admissions database.
4. To manage the Parent Portal, ensuring new families have access and that information is up to date and complete.
5. To undertake market research and data analysis, and to produce reports as required by the Director of Admissions to allow the efficient sharing of information between key departments in school, and to allow for accurate future planning of targeted recruitment.
6. To develop and maintain the Admissions dashboard, producing statistics that can be presented to SLT and Governors.
7. To support the Department’s day-to-day management
8. To manage the assessment processes for all applicants
9. To assist the Director of Admissions with all event planning and hosting of open events, information mornings, assessments days, scholarship days and taster events.
10. To co-ordinate the preparation and distribution of decision letters to all applicants.
11. To attend and represent the school at local school fairs and exhibitions as necessary and assist with the preparation of marketing material. To meet and tour families when necessary.
12. To establish and maintain warm, constructive and effective working relationships with the wider community of the school’s residential, teaching and support staff communities.
13. To manage the UKVI Child Student Visa process. Ensure that Woldingham school remains compliant with all elements of legislation pertaining to immigration. Maintaining a comprehensive knowledge of UKVI processes; assisting families and agents with the application process; keeping up to date with UKVI updates, and other visa routes into the UK in order to best inform prospective families.
14. To have and develop a good understanding of competitor and feeder schools.
15. To deputise for the Director of Admissions in her absence.
16. To undertake any other tasks as reasonably requested by the Director of Admissions.

**Education and Experience**

* Good general level of education, including numeracy and literacy
* Education to degree level or equivalent
* Experience of working in Admissions in education - desirable
* Experience of working in Admissions in the Independent sector - desirable
* Knowledge and expertise in effective customer care and management

**Professional Experience, Personal Competencies and Skills**

* Excellent interpersonal and relationship management at all levels
* Excellent communication skills, both oral and written
* Excellent organisational and administrative skills with high level of accuracy
* Proven ability to take initiative and responsibility for output
* Ability to prioritise and keep calm under pressure
* Small scale event management experience - desirable
* Excellent IT skills, using Outlook, Teams, Word, Excel
* Experience and understanding in data reporting
* Understanding of GDPR and UKVI legislation - desirable
* Understanding of safeguarding - desirable