**JOB DESCRIPTION**

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| **Job Title:** | Admissions Assistant | **Department:** | Admissions |
| **Hours of Work:** | Flexible, fixed term contract  |
| **Responsible To:** | Registrar | **Responsible For:** | N/A |

**Summary of Role:**

Admissions Assistant to support the Admissions Team recruiting students to Woldingham School.

**Specific Responsibilities:**

The Admissions Assistant will assist the Admissions Team:

1. Ensure that a positive impression of the school is promoted at all times, delivering an efficient, professional and warm experience for parents, pupils, feeder schools and the wider public for a smooth and successful admissions process.
2. Efficient communication with prospective parents, both verbal and written, ensuring that all experience a friendly, responsive and informed introduction to the school and admissions journey.
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, setting up entrance assessments, co-ordinating visits and touring families when necessary.
7. Support with the production of all communications, mailings for all key admissions events and marketing materials.
8. Assisting with event planning and hosting of open events, assessments days, scholarship days and taster events.
9. Co-ordinate the preparation of packs for school fairs, exhibitions and events.
10. 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.
* *Understanding and knowledge of the Independent Education Sector.*
* Excellent computer skills using MS Office with at least an intermediate level in Word and Excel, and 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.
* Experience of working in a marketing or admissions role within the independent education sector.
* Prior experience of working within a customer facing role.
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| **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.
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| **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.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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