

COLSTON'S

INDEPENDENT CO-EDUCATION
FROM NURSERY TO SIXTH FORM

Head of Admissions

JOB DESCRIPTION

The Headmaster of Colston's wishes to appoint an experienced professional to deliver the school's Admissions function within an agreed strategy.

The successful candidate will report to the Director of External Communications and will be responsible for overseeing the successful organisation and performance of the school's admissions processes.

The successful candidate will understand and be able to deliver the concept of "Celebrity Service", will have experience in marketing, public relations or event management, will be educated to degree level (or have equivalent professional experience) and will have first class administrative abilities. A good sense of humour will also be advantageous.

The main duties of the role will be:

Admissions

- To lead and manage the school's Admissions process.
- To foster the spirit of Celebrity Service for all prospective families.
- To oversee the effective implementation of all admissions processes and procedures.
- To manage the school roll; for both joiners and leavers.
- To report on admissions data as required and to respond to this data accordingly.
- To manage the Admissions Coordinator.
- To oversee the production of Admissions materials.
- To recommend and suggest refinements to the Admissions process.

This job description is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the school. Initially the post-holder will work term-time plus 6 weeks.

Colston's is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).