



AMPLEFORTH ABBEY AND COLLEGE  
ADMISSIONS ASSISTANT AND VISITS COORDINATOR  
Job Description

To assist the Admissions Team in the conversion of enquiries from prospective parents to successful visits or taster stays to the College. To assist the Senior Admissions Registrar in the administration of Outreach events scheduled during the year. At all times, presenting a smart, polite and professional image, carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation.

**Duties**

1. Plan visits and taster stays, taking into consideration the timings and date of each visit or taster and begin to review availability of key staff.
2. Familiarisation with the schedules of the College and key staff to ensure the visit flows smoothly.
3. Book appointments in line with departmental guidelines for a successful visit or taster stay and ensure confirmation is obtained from each party.
4. Produce visit or taster stay schedule and inform prospective parents.
5. Communicate visit or taster stay to other departments in the College, for example, reception, food and hospitality.
6. Update ISAMS with visit or taster stay information and prepare monthly and annual visit statistics.
7. Assisting with various ad-hoc Marketing events, for example, Open Days.
8. Providing administrative support for the Outreach programme (a programme of events for Prep schools at Ampleforth).
9. Assist in general admin duties as required.
10. Willingness to work occasional Saturday mornings as required.
11. Carrying out any other reasonable duties as requested by the Deputy Admissions Registrar and the Senior Admissions Registrar

**Specific objectives for the reporting period**

To be agreed at annual appraisal

**Line Manager and Reporting Officer for the annual staff appraisal**

Deputy Admissions Registrar

**Counter signing Officer for the annual staff appraisal**

Senior Admissions Registrar