

## **Admissions Coordinator**

### **Job Description**

The Admissions Coordinator reports to the Admissions Manager and will be responsible for coordinating key admissions activities and providing a “Celebrity Service” to prospective parents and pupils.

<b>Summary of the role:</b>	<b>1) Managing admissions enquiries</b> <b>2) Administration and communications</b> <b>3) Marketing and events</b>
<b>Main duties and responsibilities:</b>	<b>1) Managing admissions enquiries</b> <ul style="list-style-type: none"> <li>To manage admissions enquiries.</li> <li>To coordinate taster days, parental tours and other admissions-related visits.</li> <li>To manage admissions testing for ‘in year’ admissions.</li> </ul> <b>2) Administration and communications</b> <ul style="list-style-type: none"> <li>To manage the administration of the school roll; for both joiners and leavers.</li> <li>To maintain the admissions systems and databases and support the creation of admissions reports.</li> <li>To manage admissions-related correspondence, including: registration and admissions-related forms, parental contracts and offer letters.</li> <li>To support the process of managing bursary and scholarship applications.</li> </ul> <b>3) Marketing and events</b> <ul style="list-style-type: none"> <li>To support marketing activities and events, as required, including assisting with the administration of scholarship assessments, entrance exams and open days.</li> </ul>

### **Review**

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston’s School would aim to reach agreement to the changes.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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I confirm that I have read, understood and agree to the above job description:

**Name:** .....

**Signed:** .....

**Date:** .....