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**JOB DESCRIPTION**

**Wellingborough School**

**Post:** Admissions Administrator **Date of issue:** January 2018

Wellingborough School was established in 1595 and is today an independent co- educational day school serving Northamptonshire, and adjacent parts of Bedfordshire, Buckinghamshire and Leicestershire. The School is a co-educational independent day School of some 850 pupils which comprises three elements, namely Pre-Preparatory (Age 3 – 8), Preparatory (Age 8 – 13) and Senior (Age 13 – 18). The School enjoys a strong academic tradition, which it is determined to maintain, combined with its extensive co-curricular programme.

**Reporting to:** Director of Marketing and Communications

**Salary:** £20,000 pa

**Hours:** This is a full time permanent position, 37.5 hours per week, 9am to 5pm, Monday to Friday.

**Disclosure Level:** Enhanced

**General:**

The post-holder will be an enthusiastic, organised and efficient administrator, who will be part of the admissions team with responsibility for the recruitment and admissions of students to the whole school. S/he will support the Admissions Officers in working closely with staff from each area of the school, liaising with other schools and directly with applicants. S/he will also be expected to participate in recruitment activities such as Open Days and evening events, and to support other Admissions activities in a professional and flexible manner.

This varied role requires strong administrative, IT and interpersonal skills. The ability to work as part of the team and independently is essential.

An ability to use social media platforms and to demonstrate a creative approach to marketing would be an advantage.

**Duties:**

To provide an effective administration support service related to admissions and student data. This includes but is not limited to:

* Ensuring new admissions data is accurately entered onto the school’s management information system.  This includes uploading student photos to records
* Liaising with former schools to obtain accurate electronic and paper records
* Ensuring accurate electronic and paper student records are maintained when updated information is received
* Forwarding electronic and paper student records onto schools for leavers and archiving records for students going onto higher education by preparing files for scanning and electronic storage
* Maintaining leavers register
* Register all joiners and leavers on Northampton County Council website
* Updating ISC website and census with current pupil numbers
* Fulfilment of prospectus requests
* Preparation of prospectus packs and new pupil packs
* Mail merges as per contact schedule and event promotion
* Updating annual forms
* Amending current pupil information on Progresso, i.e. changes of address
* Monitoring stationery for Admissions office
* Collecting and sending daily post
* Notices in common rooms for visiting pupils and parents
* Supporting visits over the holidays when admissions officers are away
* Fielding calls during holiday periods
* Help with events, collation of resources, set-ups with estates and housekeeping
* Maintaining leavers files and general filing
* Compliance for current pupils with the UKPA – passports checked, copied, initialled regularly

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

**\*Specified evening & weekend requirements:**

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| Event | Time | Role | Duration |
| Sixth Form Choices Evening | 5.00pm – 8.00pm | Set-up, Meet & Greet | 3 hrs |
| Open Morning October | 8.30am – 1.30pm | Set-up, Meet & Greet, Parent Support | 5 hrs |
| Open Morning March | 8.30am – 1.30pm | Set-up, Meet & Greet, Parent Support | 5 hrs |

\*Time Off In Lieu will be given for attendance of these events.

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| **Child Protection and Safeguarding**The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safe Guarding Lead or to the Headmaster. |

**Applications**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager to recruitment@wellingboroughschool.org by **1pm, Wednesday 21st February 2018.**

Interviews will take place on **Monday 26th February 2018.**