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**Admissions Assistant**

**Job Description**

**Title of Post:** Admissions Assistant

**Responsible to:** Head of Marketing & Development

**Hours:** 8.30 - 4.30pm

**Salary:**

**Purpose of Job:** To contribute to the efficient running of the school by providing administrative support to the department in relation to Preparatory School Admissions and the whole school development function (alumni relations) and to ensure a first class, smooth, efficient and friendly service delivery and ultimately to attain pupil recruitment targets.

**Background**

Edgbaston High School for Girls is a thriving, independent school set in a leafy area of Birmingham on a well-resourced campus next door to the Botanical Gardens. A selective and socially diverse school, it caters for pupils aged 2 ½ - 18 years within its Preparatory and Senior Schools. There is a strong track record of first class academic achievement, but equally marked is the warmth of the school community, the passion and loyalty of pupils and the strength of relationships within the school. Founded in 1876, the school has a rich heritage and a forward-thinking outlook.

**Key accountabilities: Admissions**

To provide office administrative support and telephone cover, see to the timely despatch of school prospectuses and answer queries relating to the entry procedures for new pupils to the Preparatory School. Includes:

* Sending prospectuses to enquiries received by telephone/email and answering admissions calls.
* Organising appointments and generating paperwork for families attending admissions assessments, registrations, test days.
* All other general admin relating to the Admissions procedure, e.g. correspondence, filing, reformatting forms and documents.

To assist in the upkeep of the admissions database. Includes:

* Recording and updating enquiries.
* Monitoring applications as they progress through the Admissions system.
* Producing and despatching mailings.
* Maintaining template letters for regular use.
* Keeping detailed records of examination candidates, their results and the scope of offers made to parents and to liaise with the Head of Preparatory School.

To assist with organisation of Open Events, Entrance Exams and Induction Days. Includes:

* Administration for the Prep School Entrance Exam/Interview process.
* Organise and oversee individual entrance exams and interviews.
* Preparation of marketing materials in advance of events, e.g. Parent Induction Pack, prospectuses.
* Attendance at key open day events.

**Key accountabilities: Development/Alumni Association**

To continue to enhance the Development function in pursuit of the aims of the alumni association and assist with plans to develop a fundraising programme:

* Assisting with day to day maintenance of CRM database (‘thankQ’) and the OGA web pages.
* Responding to OGA enquiries, updating system with new details, locating alumni (‘Old Girls’) on the database, etc.
* Continue to ‘friend-raise’ through assisting with the organisation of OGA events, reunions, etc.
* Work with Head of Marketing and OGA committee members to launch Legacy programme for OGA and any new initiatives to enhance the OGA function e.g. social media channels to increase engagement of stakeholders.

To assist with any other duties from time to time, at the reasonable request of the Headmistress.

**Personal specification**

**Knowledge and experience:**

Educated to A level standard. Excellent administrative and organisational skills; Ability to prioritise and work to tight deadlines; Experience of working within a customer facing role; High level of written and verbal communication skills; Methodical attention to detail; Ability to stay calm in a busy and demanding environment; Proactive, flexible and adaptable; Willingness to be a team player but with ability to work under own initiative; Excellent IT skills: knowledge of Microsoft packages including Office (Word and Excel) and database experience.

**Skills and abilities:**

Excellent standard of spelling, punctuation and grammar, and a keen eye for detail; Advanced and current ICT skills; Excellent communication skills at all levels; Strong planning and organisation skills; Able to prioritise a busy workload to deliver project work to strict deadlines.

**Personal qualities:**

Articulate, confident and resourceful; Ability to build relationships quickly; Excellent, organisational, project, event and time management skills; An excellent eye for detail; A high standard of personal presentation; Discretion and ability to work in confidence; Initiative and common sense, positive and constructive, personal warmth, resourceful; Enthusiasm, willingness to follow instructions and flexibility in prioritising work; The ability to think and work quickly and calmly whilst under pressure; self-motivated with a positive attitude; Proven ability to work cooperatively with others.