**Job Description**

**Job Title:** **Admissions & Marketing Administrator**

**Reporting To:** Admissions Manager

**Working Hours:** 9am – 5pm Monday to Friday

**Checks:**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us. Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Cumnor House School is a leading pre-prep and prep school in Croydon with a first class reputation for delivering excellent standards in teaching and learning, helping children to reach their full potential and secure places at top independent senior schools. The Group, which consists of 2 nursery sites, a Boys School and a Girls School, has over 400 pupils, aged between 2 and 13.

**Job Summary**

Working as part of the Marketing and Admissions Team across Cumnor House Schools and reporting in to the Admissions Manager, this role will work alongside the Marketing & Admissions Executive in supporting Acquisition, Conversion and Retention activities across the 4 sites. The role will be based at Cumnor House School for Boys. Travel will be required between school sites.

The core purpose of the Admissions & Marketing Administrator is to represent Cumnor House School as the initial point of contact with prospective families and maintain an accurate information system of current pupils, prospective pupils and families in order to provide accurate and timely reports on enrolment; new joiners across all four sites of Cumnor House (including the Boys School, Girls School and 2 nursery sites); nursery session changes and withdrawals across all sites. To assist in producing accurate and regular reports to SLT and Cognita Group.

**Key Responsibilities:**

**First point of contact for enquiries:**

* To handle and process all admissions enquiries
* Provide prospective families with a positive and welcoming first point of contact to the schools
* Accurately log all enquirers details and requirements on Portal and/or equivalent
* Distribute/ assign enquiries (via telephone, website, emails or walk-ins) to relevant admissions officer, depending on nature of the enquiry
* Book tours and confirm timings for tours
* Ensure that marketing and admissions documents are collated and ready for distribution to prospective families
* To welcome prospective families to Cumnor House and provide tours of the four sites when necessary

**Admissions-related events assistance:**

* To assist with all admissions-related events and welcome prospective parents to Cumnor House
* Provide prospective families with a positive and welcoming first point of contact to the schools
* Accurately log all enquirers details and requirements on Portal and/or equivalent
* Distribute/ assign enquiries (via telephone, website, emails or walk-ins) to relevant admissions officer, depending on nature of the enquiry

**Administration:**

* Process all registration forms, ensuring that they are complete and up to date, within 24 hours of receipt
* Scan and create files for each student, new and current, using OneDrive
* Maintain an up to date student filing system, requesting any missing items promptly
* Sharing student files with relevant members of staff as and when necessary
* Ensure that admissions pack and marketing materials are available and well-stocked at all times

**Data input, maintenance and reporting:**

* Maintain accurate data and information on the school’s MIS (Portal, SIMS) and other working spreadsheets to provide the best possible service to teaching staff and management
* To update records and databases of any changes (new joiner, withdrawal or session changes) promptly and efficiently so that MIS is always accurate and current;
* Record information for Nursery enquiries and enrolled Nursery children up to date and with accuracy
* Work with the Nursery Manager to maintain an accurate and up to date Nursery ‘register’
* To develop weekly and monthly MIS reports to ensure that live and accurate information is readily available across the schools;
* To assist in data returns (Adaptive) to Cognita;
* To ensure the security of all data and compliance with the Data Protection Act;
* To ensure reports required are provided accurately and timely;
* To support commitments to quality and continuous improvement
* Assist the Admissions Manager with any other relevant and appropriate requests.

**Monitoring and Forecasting**

* Assist with the management of the weekly / monthly reporting and forecasting of admissions figures in conjunction with the Admissions Manager
* Assist the Admissions Manager with the monthly forecasting of admissions figures and compilation of ad-hoc reports to the school Senior Leadership Team as required
* Keep up to date admissions based information on competitor schools including fees, prospectus and open day events

**Person Specification**

Applicants for this role should be able to demonstrate the following qualities and skills:

* Strong attention to detail with the ability to be precise and accurate with data
* Good ICT skills (e.g. Word, Access, Excel, PowerPoint)
* High level of personal organisation skills with good time and workload management to ensure tasks are completed to tight deadlines
* Flexible attitude – as no two days are the same and the workload varies through the school year
* A strong service ethic with the desire to deliver a high standard of customer service within the role
* Excellent telephone, face to face and email etiquette
* Customer-oriented approach
* Outcome focussed, concerned with results

**Other:**

The post holder is expected to:

* Ensure a thorough awareness and practical application of the policies and procedures for Cumnor House School
* Operate safely in the Cumnor House workplace and at external facilities, maintaining a high standard of Health and Safety practice
* Behave professionally at all times and maintain confidentiality of information

It is anticipated that the successful candidate will be educated to at least “A” level standard and have experience of working within a sales or customer service environment. The role will be based at Cumnor House School for Boys.

The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

**Further details and an application form may be obtained by emailing** [**hr@cumnorhouse.com**](mailto:hr@cumnorhouse.com)**.**

**When applying please include a covering letter outlining why you feel you are suitable for the above role.**

**Closing date for applications: 30th July 2018**

**Short listed candidates will be invited for interviews: 7th August 2018**

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.  Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.