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**JOB DESCRIPTION**

**Wellingborough School**

**Post:** Admissions Officer **Date of issue:** December 2017

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:** £22,000-25,000 pa

**Hours:** The Employee will work during the School Term Time (that is on all days when pupils are present) plus will attend all INSET days as set by the School and which occur prior to or at the end of School Term.

The Employee will further work an additional 7 weeks out of term time

The Employee’s normal hours of work will be 37.5 hours per week.

*See below for full break-down*

**Disclosure Level:** Enhanced

**Relationships:**

Establish excellent working relationships with all stakeholders, to include:

• Whole School & Senior School management, teaching and support staff.

• Current and prospective pupils and parents and, where relevant, guardians.

• Close working with the other member of the admissions department

• Close working with Marketing Team

**General:**

The Admissions Officer is required to support the admissions function at Wellingborough Senior School, including the major intake at Year 9 and the Sixth Form. The appointee will play a pivotal role in the School and will be responsible to the Marketing Director for the efficient management and administration of pupil recruitment. The post-holder will be focused on meeting the School’s recruitment targets by nurturing prospects through the admissions journey, reducing attrition rates at each stage of the process where possible, and by building external relationships which will generate applications to join. The latter will entail visiting local schools and attending outreach events.

**Duties:**

**Managing the customer journey**

* Ensuring that the School’s recruitment targets are met
* Nurture and progress enquiries from parents looking to join the Senior School and Sixth Form
* Handle initial enquiries over the telephone, via email, through the website ‘Prospectus Request Form’, at Open Days and ad hoc walk-ins, both from internal and external stakeholders
* Fulfil prospectus requests within the set timeframe
* Manage personal visits, including organising tours, finding space in the Head and Head of Sixth Form’s diary, and greeting parents at the school reception
* To work closely with the Head to share information on prospective joiners
* Attend all Open Days and other recruitment events
* Monitor and measure the success of the admissions process and implement improvements following agreement with necessary parties. Look at ways to improve the customer journey where possible
* Maintain up-to-date knowledge and expertise in admissions in the education sector
* Ensure that the Finance Department is aware of new and departed pupils
* Direct parent enquiries regarding bus transportation to the appropriate school department and feed-back information on demand for bus services to the appropriate person
* Keeping Admissions registers and Leavers registers (and informing the local authorities of leavers)
* Production and distribution of new starter packs

**Senior School Specific Admissions Tasks**

* Arrange entrance tests with Exams Officer
* Send out results letter and new pupil paperwork if applicable
* Collect and prepare predicted GCSE grades and references for leavers
* Maintain leavers list; prepare leavers letters and reports
* Liaise with overseas prospective families or agents; arrange for overseas students to take entrance test and Skype interviews; arrange visa letters and applications; maintain student records on UKBA system; take copies of passports/visas each term
* Manage scholarship award process – processing applications, meet and greet at assessment days, facilitating visits, sending out offer letters
* Scholarship Awards – receive requests for payment and pass to finance, send out payments and maintain records
* Neville Trust Awards – prepare and send letters to recipients, and maintain a record of awards made
* Arrange new pupil inductions
* Send out offer letters

**Maintaining the admissions database & Progresso database**

* Record all enquiries on the RS Admissions database
* Log all communications on the database
* Update enquirers as they progress through the stages of the admissions journey
* Use the database to extract management information on the number of prospective families
* Use the database to undertake mailings to prospective families
* Manage the pupil information system, entering new pupils, amending contact information as required
* Maintain Progresso for current parent information
* Child protection record request declaration for all new pupils (write to previous schools)

**Events & Outreach**

* Assist in the organisation of Senior School Open Days, all materials, tour guide information and displays. Meet and greet parents at the event and answer any questions
* Liaise closely with Deputy Head (Pastoral), the member of staff responsible for the Senior School Open Days
* Assist with the organisation of – and attend – outreach events
* Develop external contacts which will feed the admissions pipeline – for example, local major employers, new housing development offices, relocation agents, estate agents
* Attend whole school meetings regarding event arrangements
* Event follow ups and reporting
* Organise Taster Days
* New Pupil Chapel Service – set up and make arrangements, including invitations, booking catering and prepare attendee details
* Oversee November Sixth Form Open Evening – mailing to prospective pupils, prepare boards, meet and greet on the night, arrange follow-up

**Communicating with prospective parents**

* Maintain regular communication with prospective families in prompting attendance at key events (Open Days), meeting key milestones (Bursary submissions, entrance exam registration) and routine correspondence aimed at retention (mailings).

**Maintaining relationships with feeder schools**

* Attend recruitment events at feeder schools
* Maintain contact with feeder schools, including mailing of scholarship and bursary information, Open Day invites
* Arrange visits to Prep Schools eg. Spratton, Beachborough, Stoneygate. Attend their senior school transfer meetings along with Head
* Organise display material and attend Thornton College 6th Form Exhibition and Quinton House Sixth Form event

**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.

**Working times**

*36 weeks of term, including attendance of all INSET days*

*7 weeks out of term working\**

\*Cover 7 additional weeks including six weeks (30 days) of out of term working (School Holiday Period) and one week (five days) of evening and weekend working.

**Specified holiday working time requirement:**

6 weeks (30 days) to cover holidays:

* *4 days Easter holidays*
* *2 day May half term*
* *2 day October hols*
* *2 day Christmas hols*
* *20 days for Summer hols*

**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 |
| Scholarship Morning | 9.30am – 1.30pm | Set-up, Meet & Greet | 4 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 |
| Senior School New Parents Morning June | 9.30am – 12.30pm | Set-Up, Meet & Greet, Parent Support, Farewells | 3 hrs |
| Total: | | | 20 hrs |
| Remaining unattributed hours: For other evening functions as required – eg. Quinton House Sixth Form Evening | | | 17 hrs 30 mins |

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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 Senior Person 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](mailto:recruitment@wellingboroughschool.org) by **1pm, Friday 12th January 2018.**

Interviews will take place on **Tuesday 16th January 2018.**