

SEVENOAKS SCHOOL

JOB DESCRIPTION



US and International Universities Admissions Administrator / Advisor

Part-time, Term-time only, Maternity cover from
September 2017





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 39.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 85.8% A or A* grades, and 58% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade

of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Department:

The Higher Education (HE) Department is an important part of the school, assisting Year 11 students with their choice of subjects for the Sixth Form, and advising on and processing university applications for all final year students to both UK and overseas universities, mainly in the U.S. The Department has a Director of HE, an Assistant Director of HE, a Head of U.S. and International University Applications, as well as one specialist university adviser and several affiliated teachers who act as subject specific advisers.



The department aims to:

- ensure that as many students as possible acquire a place at their preferred university
- make the higher education application process clear, efficient and successful
- offer expert student higher education and careers guidance to students from Year 10 to Year 13
- offer well-informed guidance on subject choices
- support teachers, Heads of Department and parents to guide students in making higher education and careers choices
- develop links with Higher Education institutions.

The department regularly invites university admissions tutors, lecturers and representatives from careers to give formal talks, and former students to return to the school.

The Role:

This role is a mixture of both administration and advisory roles, with the administration role being the major part of the hours worked.

The role therefore involves both supporting the HE with all types of administration and also advising Sixth Form students on their

applications to US and other international universities. The role forms a key part of Sevenoaks School's HE team.

The role holder reports to the Director of Higher Education.

Duration of the role:

This is a maternity cover role which will last for a minimum of the Michaelmas term (September to December 2017) with the potential to last for up to one year, depending on when the role holder returns.

Responsibilities include:

The following paragraphs detail the key duties involved. It should be noted that this is not an exhaustive list but aims to give an understanding of the role.

Each term has a different workload but there are some key tasks throughout the year:

Administration Tasks

- Liaise with staff and students on documentation relating to US and international university applications (Canada, Ireland, Hong Kong, etc.).
- Be responsible for the submission of applications by Sixth Form students to universities in the USA and elsewhere in



the world.

- Ensure effective records are kept and maintained of all applications.
- Provide administrative support for scholarship applicants to universities in Canada and Hong Kong.
- Proof read US references and upload them to Naviance.
- Maintain records of processed applications often using Excel and liaising with Accounts as required.
- Process and send Mid-Term Reports (Spring) and Final Reports (Summer).
- Create transcripts for US Summer School applicants.
- Be the first port of call for enquiries from students from students and where appropriate, resolving queries.
- Contact Medical Schools for Admission Statistics.
- Administer the Interview Training Program.
- Carry out general office duties, as required by the Director of HE.
- Keep departmental resources and literature updated.
- Additionally the work required by the role

tends to vary according to academic term, as indicated below.

MICHAELMAS TERM

- Explain application processes to students, monitoring individual's progress through the system, chase where required and support pupils on an individual basis.
- Explain HE procedures to teachers.
- Request references from teachers and maintain records of these, chasing where required.
- Create Grade Transcripts.
- Collate application materials.
- Check forms and return to teachers if necessary.
- Keep records of application choices.
- Sending application packages to non-Common Application US Colleges.
- On line completion and submission of all application materials.

LENT TERM

- Prepare Grade Transcripts for Canada/ Non USA International Applications and sending Application packages to Colleges.
- Keep records of application choices.
- Keep records of offers/acceptances USA



and Non USA Colleges.

- Update Grade Transcripts with Mock Exam Results for US applicants.
- Complete Mid-Year Reports for US applicants.

SUMMER TERM

- File US applicants application materials.
- Prepare files of Autumn Term US applicants.
- Prepare Grade Transcripts of Autumn Term US applicants with Lower Sixth grades.
- Upload Final Reports for US applicants with acceptances.

Advisor tasks

- Be a point of contact for students requesting advice or asking questions.
- Carry out individual Higher Education interviews with students, producing minutes and action steps for the student.
- If appropriate, advise students applying to universities for courses relating to their academic discipline.
- Assist with the arrangement of visits by speakers and run super-curricular societies.
- When required meet and liaise with staff, parents and institutions of Higher Education
- Attend any relevant conferences and in-

school talks

- Awareness of in-school resources and sourcing / ordering additional material as required
- Where appropriate help read student essays for US applications and provide feedback (written and/or oral) to students
- Support the SAT and ACT processes
- General and continual research of new changes i.e. SAT and ACT tests etc.
- Host presentations and representatives from outside bodies

Experience and Qualities required:

This Administrator needs to:

- Have a proven track record of strong, wide-ranging administrative experience within a busy environment.
- Be very accurate, methodical, organised and good at assessing priorities.
- Be personable, cheerful, tactful with a good telephone manner.
- Possess strong word-processing skills and be familiar and confident with spreadsheets, internet and e-mail operations.
- Be flexible, adaptable and thorough, having the ability to work independently.



- Be familiar with databases and e-mail operations.
- Be confident in the use of a variety of web-based information systems.
- Strong interpersonal skills able to deal with a variety of internal and external contacts including staff and pupils.

Desirable:

- The ability to update an internal website.
- A knowledge of the US and international university process.
- Prior experience of working in schools.
- Prior experience of working with teenagers.
- Experience of the Naviance database.

Hours of Work / Working Pattern Requirements

Hours of Work

During term time: 28.5 hrs over 5 days per week in the Autumn Term

plus

19 hours over 3 days per week in the Lent and Summer Terms

plus

There is also the requirement to work for up to

a week in July following the publication of IB results on 6 July.

Exact hours will be agreed between the role holder and the Director of HE.

Note: The definition of term-time working includes the whole of the week in which terms begin and end and excludes half term periods. (The school's practice is to attempt to align with KCC term dates as far as practicable, although this is not always the case).

Salary

The salary for the hours above (42% of a full-time, all year round role) will be c. £22,000 p.a.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is pro-rata of 28 days paid holiday per annum including public holidays. As this is a term-time plus role, payment for



the holidays will be included in the salary offered

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf..

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.