

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Admissions Assistant

*(Full–Time, All Year Round)*







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly

qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, will be completed in summer 2019.



The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in

addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## The Role

The applicant will take responsibility for the online admissions application process, administration of the Open Mornings and weekly group visits as well as providing full-time administrative support for the two Registrars and other members of the Admissions team as required.

## Reporting to

This role will report to the Director of Admissions.

## Key Responsibilities

The Admissions Assistant duties will include, but not be limited to:

- Overseeing the day to day operation of the online application system.
- Liaising with iSAMS to ensure the smooth running of the system.
- Working towards achieving a paperless Admissions office.





- Checking data and corresponding with applicant contacts.
- Working with the accounts department to reconcile registration payments.
- Updating the Admissions pages of the website.
- Administration of the Open Mornings and Group Visits, including monitoring the lists of attendees each week.
- Administration of overseas marketing trips including booking flights, accommodation and venues for presentations and collating invitations and replies.
- Assisting with various entry procedures as required, including invigilation of entrance tests.
- Supporting other departments technically as and when required, with the prior agreement of the Director of Admissions.

## 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. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to

be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

## Person Specification

The Admissions Assistant should possess the following qualities:

- Be reliable, methodical with excellent organisational skills.
- Have strong database experience.
- Excellent Microsoft Office suite computer skills, particularly Excel, Word and email.
- Be personable, cheerful and possess a good telephone manner.
- Have strong communication skills, both written and verbal.
- Be able to deal with all types of individuals, both internal and external to the organisation.
- Possess excellent attention to detail in order to ensure a very high standard of accuracy.
- Be flexible, adaptable and thorough.
- Be able to use their initiative to make improvements in the school's admissions systems.



## Hours of Work

This role is a full-time role, 40 hours per week, working all year round.

## Salary

The salary of the successful candidate will be commensurate with their skills and experience they will bring to the role. However, as a guide, the salary is likely to be up to £24,000 per annum for a strong candidate.

## Benefits

- Membership of the school's fitness centre.
- School lunch.
- School fees remission for children of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.
- The holiday entitlement is 28 days per annum, including statutory public holidays. Holidays must be agreed in advance and it is expected that holidays will normally be taken during the school holidays.
- Membership of the school's defined contribution pension scheme is available (includes life assurance). Staff who choose not to join the GPP, but who meet the eligibility criteria for Auto-enrolment, will

be automatically enrolled into the School's Auto-enrolment pension scheme, after a three month deferment period.

- Life Assurance.
- Cycle to work scheme.
- Voluntary benefits scheme.
- Employee Assistance Programme.

## 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; a satisfactory enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. 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).





## Application

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CV's and covering letters should also be submitted but the CV cannot replace any information on the application form.

Please contact the Human Resources Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467740 if you have any questions about a completed application.

**We are planning to hold interviews on:  
Thursday 6 December 2018.**