



ADMISSIONS MANAGER JOB DESCRIPTION

OVERVIEW

The role presents an exciting opportunity to manage the admissions department at one of the country's most successful schools. The Perse School is looking to appoint a well organised, articulate and personable individual with a high level of education to join this highly regarded and professional department. Previous experience of working in a school would be advantageous but the successful applicant will be provided with a comprehensive training and induction programme. We acknowledge that there are fairly limited opportunities to gain direct experience in school admissions and as a result we are looking for applicants with a strong academic profile, with experience of managing systems, departments and customers. The current post holder and the Assistant Head (Admissions) will support the initial handover and be available to guide the successful applicant through the admissions cycle. The current post holder is moving to a new role in the school after 5 years of outstanding work in the department.

Reporting to

As a member of the support staff, the Admissions Manager's ultimate line manager will be the Bursar, although day to day responsibility will be to the Assistant Head (Welfare and Admissions)

Job Purpose

The job purpose is to ensure that the School is presented positively and effectively to prospective parents and feeder schools, that the 3-18 admissions process runs smoothly from both the School and parental perspectives, and that admissions data is accurately collected and interpreted to good effect. The aim is to ensure that the School receives a high number of talented applicants and that these applicants (if offered places) select the Perse. Unsuccessful applicants need sensitive and caring management to ensure that their self esteem is maintained and they retain a positive view of the Perse, even if they have not been offered a place.

The post holder will manage the admissions process at the Upper School from initial enquiry and registration to admission, including enquiries, tours, references, offers and acceptances and aspects of open days and entrance test days. They will conduct analysis and provide admissions reports for 3-18 admissions and will line manage the Admissions Administrator.

The post holder will also work closely with staff at the Pelican and Prep to share best practice and achieve a consistent admissions approach.

Key Responsibilities

General

- Responsibility for the day to day running of the admissions department and admissions process, which includes:
 - Reviewing, updating and improving the admissions process and procedures;
 - Managing registrations throughout the admissions cycle;
 - Liaising with the senior management team and senior pastoral staff on admissions tests and admissions events such as entrance test day, taster day and Open Days;
 - Managing the Prep to Upper admissions transfer;
 - Admissions database management;
 - Line management of the Admissions Administrator;
 - Revising and updating admissions training guides;
 - Compliance with data protection regulations in conjunction with Director of ICT and the Bursar;
 - Responding to all admissions enquiries;
 - Overseeing a programme of parent tours, and leading tours where necessary;
 - Ensuring 3-18 Tier 4 compliance responsibilities are adhered to;
 - Managing the Tier 4 visa application process and active monitoring at The Upper for overseas students;
 - Ensuring there is a consistent, 3-18 response to admissions enquiries, including developing FAQs for other staff who are taking calls from parents;

Test outcomes and offers

- Drafting and preparing offer/decline letters (including scholarship letters), offer packs and acceptance packs;
- Responding to calls and correspondence from parents about offers/rejections, including providing feedback on performance where requested;

Analysis

- Analysing admissions data and preparing regular reports for the senior management team;

Events

- Assisting the Marketing and Communications Department with the planning and organisation of Open Days and Sixth Form Open Evening (external elements);
- Taking an active role in the planning of the day management and evaluation of the following events:
 - Year 7 and Year 9 Entrance Test Day
 - Year 5 Prep to Upper Information Evening
 - Primary School Partnership visits in the summer term

General administration

- Any other duties which may become necessary;

PERSON SPECIFICATION

Experience, Skills and Abilities

- A strong and confident communicator;

- Well organised and systematic;
- Diplomatic with strong interpersonal skills;
- Thoroughness with an eye for detail;
- Initiative and ability to work without direct supervision;
- Good Microsoft Office skills;
- Experience in a customer service role (in particular, experience of handling difficult conversations sensitively but firmly would be an advantage);
- Experience of working with data: ensuring accuracy, running reports and drawing strategic conclusions;
- Experience of line management or of delegating to and coaching other staff would be an advantage;

JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

This post is full time for 37.5 hours per week. Normal working hours are Monday to Friday 8.30 am – 4.30 pm (but an alternative pattern could be agreed), with a half hour lunch break (unpaid).

It is for Term time¹ (35 weeks) plus an additional 12 days to be worked during the School holidays at times to be agreed with the Assistant Head (Welfare and Admissions).

¹ Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

In addition, there will be some evening and weekend working as the postholder will be required to attend key Admissions events such as Open days and Entrance Test days.

However, you may be required to work such additional hours as the needs of the job require. No extra payment will be made for this additional time but, where appropriate, time off in lieu will be given, with the agreement of the Assistant Head (Welfare and Admissions).

Salary

The starting salary will be at Scale Point 24 of the Perse Support Staff salary scale: £25,892 per annum, which has been pro-rated for the number of weeks worked (term time plus 12 days and based on the full time equivalent salary of £30,733 per annum, at the rate for 2017/18).

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays other than at the times referred to in Working Hours above.

Closing Date: 23 June 2017 at 12pm

Interviews: during week commencing 26 June 2017