



# ROYAL ALEXANDRA AND ALBERT SCHOOL

## JOB DESCRIPTION

**Post Title:** Marketing and Admissions Assistant

**Salary:** £19,000

**Responsible to:** Director of Marketing and Admissions

### Job Purpose

To provide administrative support to the Admissions and Marketing Department

### Hours

This is a 52 weeks per year post for 33 hours a week. During term time three hours a week will be on Saturday morning. The remaining 30 hours can be spread over 4 or 5 days Monday – Friday. During the school holidays 33 hours will be worked on Monday – Friday. Times to be agreed at interview. 5 weeks' holiday a year plus Bank Holidays.

### Main Responsibilities

1. Input information from enquiries, boarder applications and flexi boarder applications to SIMS, and send prospectus packs via mail or email to enquirers.
2. Request information from applicants' parents and previous schools. Distribute the information when it has been received. Chase if the information is not provided. Update pupil records on admissions systems.
3. Greet prospective pupils and their families, arrange tours of the school and interviews with senior staff.
4. Prepare paperwork for open mornings or other events.
5. Undertake ad hoc marketing projects.
6. Provide administrative support for mailings or other marketing activity/events.
7. General administration as required.

### Key Contacts

Other members of the Admissions and Marketing team

Heads of departments/houses

Parents

Other schools

### Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

## **Person Specification**

- GCSE English and Maths
- Good attention to detail
- Experience of working in a busy office environment and dealing with many conflicting priorities
- Excellent communication skills both written and verbal
- Capable of using SIMS and MS Office (Word, Excel and Outlook)
- Strong team player
- Approachable and friendly nature

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.