



JOB DESCRIPTION ADMISSIONS ASSISTANT

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

Reporting to the Registrar, the post holder will be responsible for providing support to both the Registrar and the International Registrar, and to work alongside the Marketing Department and Admissions Assistant to help manage communication flows and data management for this key area of the School. The post holder will require excellent attention to detail and communication skills, and will be responsible for ensuring that prospective pupil data is effectively captured, managed and maintained.

JOB SPECIFICATION

Duties and Responsibilities will include:

- Answer the Admissions Line and dealing with parental enquiries
- Appointment bookings and facilitating tours where necessary
- Manage Admissions Email
- Enter enquiries/ prospectus requests onto ISAMS
- Input and acknowledge registration and acceptance forms.
- Ensure data quality and integrity is maintained.
- Manage reference requests process, send out letters and forms to schools requesting references for students applying, updating information onto ISAMS ensuring all references are received.
- Support the administration of the Entrance Examination Day
- Sending and coordinating the marking of international papers
- Support the sending of offer letters and supporting documents to successful students.
- Support the preparation of offer & feeder school lunches, and new parent meetings
- Attendance at Open Day and other admissions events
- Tier 4 visa applications
- Programme of communication with prospective parents
- Après visit letters
- Other admission related tasks as directed by the Registrar.

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

PERSON SPECIFICATION

Experience and Skills:

The following experience/ skills are essential:

- Strong IT skills, Excel, Word, Outlook.
- Systematic approach to tasks, with excellent attention to detail/ accuracy.
- Strong communication and interpersonal skills.
- Organised and efficient.
- Able to work under pressure and as part of a team.
- Organisational and administrative skills, with the ability to remain calm and positive under pressure and work to deadlines.
- Proactive approach to planning and prioritising work with the ability to use initiative appropriately.
- Experience or skilled at data management.

The following experience/ skills are desirable:

- Experience of the admissions process
- Experience working in a school environment
- Experience working with school databases

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

- A customer focused approach.
- A commitment to personal professional development.
- Ability to learn and implement new processes.
- Professional appearance and telephone manner.
- A proactive can do attitude.

TERMS OF EMPLOYMENT

The terms of employment include:

- A yearly contract i.e. working 52 weeks per year with 6 weeks' paid holiday, some of which must be taken during the Christmas shutdown. Working 37.5 hours per week, Monday to Friday 9.00am – 5.00pm (hours negotiable)
- RMS Support Salary point S11 (£20,456) to S14 (£22,074) depending on previous experience and qualifications
- Access to the RMS Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking whilst on duty
- Preferential gym membership

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for 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 Safeguarding 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 risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.