



Job Description

Job Title: Admissions Administrator

Hours of Work: 25 hours per week, term time only

Reports to: Registrar

Principal Role

Eltham College is a dynamic independent school in South East London with over 900 pupils and over 200 staff. The main duties of the role will vary from term to term to reflect the busy and changing nature of a school. The overall remit, however, will be to provide administrative and secretarial support to the Admissions Department. The department is responsible for the admissions process and the recruitment of around 250 new pupils each year, mainly at 7+, 11+, 13+, and 16+ entry to the Sixth Form.

Main Duties

- Working with the Registrar to efficiently administer the admissions and registration process from initial enquiry to pupil acceptance and entrance to the College across all entry points, to include but not limited to:
 - Responding to telephone enquiries;
 - Managing the Registrar email inbox and responding to or forwarding email enquiries
 - Maintaining records of prospective pupils on the College database;
 - Arranging school tours;
 - Prospectus fulfilment;
 - Assisting in the preparation for all entrance examinations and scholarship assessments;
 - Assisting in the organisation of Visitor Mornings, Taster Days and other marketing/pupil recruitment events and being in attendance on the day, where appropriate;
 - Assisting in the preparation of the Welcome Packs for all new pupils;
 - Routine administrative tasks such as data entry, filing, archiving and secure destruction of records;
 - Managing the stock of prospectuses in liaison with the Marketing Department.
- Maintaining confidentiality and displaying a high degree of integrity at all times;
- Carrying out any other reasonable requests in line with the broad responsibilities of the role.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be to adhere to and ensure compliance with the School's Child Protection 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 he / she must report any concerns to the Designated Safeguarding Lead.