



**JOB DESCRIPTION**  
**Senior School Support Staff**

**Admissions Assistant**

The Edinburgh Academy Senior School  
42 Henderson Row  
Edinburgh  
EH3 5BL

Enquiries should be directed to the Rector's PA at:

[rectorsoffice@edinburghacademy.org.uk](mailto:rectorsoffice@edinburghacademy.org.uk)

0131 624 4911

**Closing Date: 12 noon Friday 21<sup>st</sup> February 2020**

## Introduction to the Senior School

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 2–18, with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward looking and progressive but also greatly values its long held traditions.

The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision.

The School consists of a Senior School containing approximately 650 pupils and Junior School containing approximately 400 pupils, and we have a Nursery department of around 92 pupils. The School is a member of HMC.

### About the School

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School.

The Junior and Senior Schools are on separate sites, both of which have spacious grounds and sports facilities including

extensive playing fields, an all-weather sports area, and a large Sports Hall and Centre.

The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

### Games and Activities

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place. A full list of co-curricular clubs is available on request but it aims to meet the interests of a wide range of children.

Further details about the School and its resources are given on the School website. [www.edinburghacademy.org.uk](http://www.edinburghacademy.org.uk).

## Job Description & Person Specification

<b>Job Title</b>	Admissions Assistant
<b>Location</b>	Based in Senior School, Henderson Row, Edinburgh
<b>Reporting to</b>	Admissions Registrar
<b>Availability</b>	April 2020
<b>Closing Date</b>	12 noon, Friday 21 <sup>st</sup> February 2020

### Post Description

We are seeking for an Admissions Assistant who can join our busy Admissions team and play a central role in supporting the smooth running and successful completion of the admissions process for both our Junior and Senior School, from initial enquiry through to the pupil joining the School. This will be a full-time role and we are seeking someone with excellent interpersonal skills, proven skills in working with the Microsoft Office suite of packages and databases and an ability to work closely in a team environment, sharing information, duties and ideas. Although we currently use PASS, a willingness and ability to adapt to a new MIS will be important.

The successful candidate will provide administrative support within the Department and be involved in all the varied tasks and processes associated with the admissions functions of the school. The Department is made up of an Admissions Registrar, the Admissions Assistant and an Admission's Admin Support. The Admissions Team work closely with the Rector's Office, the academic and pastoral staff across the school and all members of the support staff.

### Duties & Responsibilities

The key duties, tasks and responsibilities mentioned below, whilst not meant to be an exhaustive list, give some indication of the work reasonably expected by the post-holder to undertake:

- To be able to deputise for the Admissions Registrar as directed. This requires a good understanding and awareness of all Departments responsibilities which stretch across Nursery, Junior and Senior Schools
- Maintain the Admissions database, ensuring accurate and up-to-date information is kept for every stage of the admissions process
- Preparing schedules for new parent visits and tours, working with the School Ephors in the Senior School who provide these tours. Assist in training of these guides. If required, show prospective parents around the Nursery and Junior School
- Work with Registrar in planning and organisation of events: Open Day, Welcome and Induction days at both schools
- Manage Nursery and Junior School admissions, liaise with Rector, Registrar, Junior School Headteacher and JS Senior Management

- Preparing and assisting in the production of a range of communications: letter mail-merge, mailings for parents, pupil guides, prospectus information, application forms
- Ensuring all written correspondence and communications are of the highest standard
- Maintaining stocks of admissions and marketing materials and ensuring that information is current and accurate. Monitoring and replenishing marketing materials and literature on display around the school
- Preparing and supporting all entrance assessments, scholarship examinations and bursary applications
- Helping to enter data to maintain the prospective parents' database to ensure accurate, timely and up-to-date information is kept for every stage of the admissions process
- Ensuring all data files are maintained in line with current legislation and regulations.
- Recruitment Events - Be part of the team who organise and administer events and tours. For example: Open Days, Taster Days, Induction Days, Transition Events, Assessment Days and New Parent Events
- Provide all necessary administration support, organise summer mailings, mailings for events, general correspondence and administration, and undertake any other duties as and when required

This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to amendment after discussions to reflect changing staffing or circumstances.

## Salary Details

Discussed at Interview

## Applications

Candidates should complete all sections of the enclosed application form. Applications can be submitted by email to the Rector's Office.

Candidates are welcome, if they wish, to send a copy of their curriculum vitae and/or a covering letter explaining why they think they are particularly suited to the role. However, please note that this is optional and the shortlisting for interview will be based on the application form.

**Further details are available from the Rector's PA: 0131 624 4911 or [rectoroffice@edinburghacademy.org.uk](mailto:rectoroffice@edinburghacademy.org.uk).**

## Conditions of Employment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and (if necessary) to a satisfactory medical screening.

### Child Protection

The Edinburgh Academy 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 checks with past employers and at the enhanced PVG level.

### Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

**Barry Welsh**  
**Rector**