



BRIGHTON COLLEGE

ENGLAND'S INDEPENDENT SCHOOL OF THE YEAR 2019

THE SUNDAY TIMES

11+ ADMISSIONS CO-ORDINATOR



CONTENTS

- 3. The School
- 4. The City
- 5. The Role
- 6. Further Details
- 7. The Application Process



THE SCHOOL

Brighton is one of England's leading schools and the oldest public school in Sussex. The College comprises the Senior School, educating 1,000 pupils aged 13–18, and the Lower School, educating 100 pupils aged 11–13.

The Brighton College family of schools also includes Brighton College Prep School, St Christopher's and Handcross Park, educating a further 1,150 children aged 3 to 13. Overseas, the College has opened Brighton College Abu Dhabi, Brighton College Al Ain and Brighton College Dubai in the UAE, and Brighton College Bangkok in Thailand. Brighton College Singapore is due to open in September 2020.

Examination results are strong and the College is among the highest performing schools in England at GCSE and A-level. In 2019, 94% of grades at GCSE were at 9, 8 or 7 (equivalent to the old A* and A), whilst 97% of grades at A-level were at A*, A or B. The last five years have also been the best five for Oxbridge success in the 168-year history of the College, with 37 pupils securing offers in 2019.

The Sunday Times awarded Brighton College the title of England's Independent School of the Year 2019, the second time in a decade the school has won this accolade. The Week magazine named Brighton College the 'Most forward-thinking school in Britain' for two year's running in 2017 and 2018. Tatler magazine awarded Richard Cairns the title of Head Master of the Year 2012-13, and Brighton College was named UK Independent School of the Year 2013- 14 at the Independent Schools Awards.

In 2015, there was a full ISI inspection in which the College was awarded the top grade in every single category, including an 'Exceptional' for teaching and learning.

There has also been major investment in new facilities over the last ten years. This has seen the construction of five major buildings on the main site, a new cricket pavilion and a major sports hub on our Jubilee Ground site. Brighton has also purchased the former site of Roedean Junior School, allowing for the relocation of the Pre-Prep School, and the expansion of the College on the main site. A new boarding house opened in September 2013 in the Main Quad which, together with a new Entrance Tower completed in December 2014, completes the original Thomas Jackson designs of the 1880s. A new Music School opened in January 2016, and a new teaching block (including 22 classrooms for maths, history, economics, politics and EAL, alongside an innovative Creative Learning Centre) opened in September 2017. A new Centre for Sport and Science is under construction and is due to open in early 2020; it will include eighteen state-of-the-art laboratories, alongside a new sports hall, 25-metre swimming pool, fitness centre and roof-top running track.

Above all, Brighton is a very happy place. We pride ourselves on being a warm, inclusive and respectful community, where our staff are delightful and positive and our pupils are intellectually curious and charming.

THE CITY

The College enjoys its location in Brighton, one of Britain's youngest cities and one of the most vibrant in Europe.

In 2017, a national survey identified Brighton as the 'happiest city in the UK' and it regularly features within the top handful of cities for quality of life in the UK. With an extensive beach and seafront, and proximity to beautiful rural areas (including the South Downs National Park) the opportunities for recreation and leisure are varied and numerous.

The Staff Common Room social committee organises a regular series of events, from wine tasting to beach volleyball. Transport links are also excellent, Brighton being within easy travelling distance of London (50 minutes by train), and 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent.

Brighton is also a university city, and the College has good links with both the University of Sussex and Brighton University. Our annual involvement in the Pride parade has



THE ROLE

The College is seeking to appoint a 11+ Admissions Co-ordinator ASAP on a permanent basis.

THE ROLE

The role, within the Admissions Department, demands exceptional communication and administration skills, energy and enthusiasm, together with a determination to deliver the college's 11+ pupil recruitment targets. As the first point of contact for enquiries regarding admission to the Lower School you will advise parents about all areas of the admissions process including procedures, scholarship opportunities, timescales and availability of places. You will respond to enquiries and applications with utmost professionalism and efficiency, at every stage communicating the benefits offered by the college and ensuring that prospective parents and pupils enjoy a positive experience of this leading UK school.

DUTIES

Direct responsibility for 11+ admissions, ensuring that targets for registrations, confirmations and final acceptances are achieved:

- Providing effective and efficient management of enquiries from prospective parents, replying to queries, sending out prospectuses, advising on scholarship and other admissions criteria and organising individual visits to the school.
- Managing and effecting the registration of prospective pupils, efficiently processing all applications to ensure records are current and correct and ensuring the timely payment of deposits and other fees as appropriate.
- Organising programmes for scholarships and events such as Open Days, and Taster Days for prospective parents and pupils and producing attendee lists.
- Organising individual visits by prospective parents and meeting parents and potential pupils, providing them with a positive experience of the College.

- In association with the Registrar and Head of the relevant school, managing and implementing the examination assessment and interview process for prospective pupils, including scholarships.
- Keeping prospective parents informed about the progress of their applications and about school events and news.
- Maintaining close links with feeder schools.
- Liaising with overseas prospective parents and agents as required and organising assessments and their timely return.
- Maintaining the iSAMS database, ensuring it is up to date and accurate and producing reports as appropriate.
- Attending Open Mornings/Evenings and other events, as required.
- Updating annually all literature connected with Admissions at 11+.
- Keeping up to date with HMC and other key guidelines.
- Delivering to any reasonable request by senior management.
- Supporting the Registrar and deputizing for other members of the Admissions team.

SKILLS REQUIRED

- Excellent communication skills.
- The ability to work within a team.
- A warm and professional telephone manner.
- An enthusiasm for achieving targets and delivering exceptional customer service.
- An ability to demonstrate excellent interpersonal and administrative skills.
- Good IT literacy with excellent Word and Excel skills.
- Systems experience on iSAMS or other school or customer database would be an advantage.
- The ability to work on one's own initiative and to prioritise a workload.

FURTHER DETAILS

HOURS OF WORK

- 37.5 Hours per week (excluding lunch), 8.30am—5.00pm Monday to Friday. In addition to this, a maximum of six Saturdays per year.
- This is an all year round position.

HOLIDAYS

- 20 days in addition to bank holidays rising to 25 after 2 years' service.
- Where possible, these should be taken during the school holidays. Subject to operational requirements, additional days may be awarded during the period between Christmas and the New Year.

BENEFITS

- Job specific Learning and Development programme available to all employees.
- Life Cover is provided whilst working at Brighton College after successfully passing probation period (where applicable).
- Complimentary Lunch is provided during term time.
- Brighton College provides a contributory pension scheme, which all eligible employees will be automatically enrolled into within 3 months of commencement of employment.
- Well-being programme including; healthy heart checks, access to books, magazines and DVDs from the College Library, fitness classes and English Language classes.
- Sodexo Lifestyle Saving Programme.

THE APPLICATION PROCESS

Candidates should complete an online application which is available at <https://bcollege.careers.eteach.com/> by **Monday 14th October 2019** with interviews anticipated to be held week commencing **Monday 21st October 2019**.

Applications will be considered on a rolling basis and early application is therefore encouraged.

Any enquiries about the application procedure should be emailed to **recruitment@brightoncollege.net** or by calling the HR Department on 01273 704386.

REMUNERATION

The salary for this position is £25,000 per annum.

SAFEGUARDING AND EQUAL OPPORTUNITIES

Brighton College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Vacancies' link on our website.





BRIGHTON
COLLEGE

ENGLAND'S INDEPENDENT SCHOOL OF THE YEAR 2019

THE SUNDAY TIMES