



Admissions and Alumni Manager
To start September 2024 or earlier

A message from the Principal

Many thanks for your interest in Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

I hope you may wish to be part of this warm and happy community as it goes from strength to strength.

John Watson
Headmaster of Leicester Grammar School and Principal of Leicester Grammar



Leicester Grammar School Trust

Leicester Grammar School Trust (LGST) is a forward-thinking family of schools, underpinned by a strong sense of values. Its mission is to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos. We attract and encourage enthusiastic, dedicated and innovative teachers and support staff who all contribute to our pupils' progress and happiness.

At the heart of the Trust is Leicester Grammar School, founded in 1981 in response to the demise of the maintained grammar schools in the area. The Junior School was added in 1992, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of the city. Since September 2008, the two schools have occupied a very attractive, 75-acre campus, which was officially opened by Queen Elizabeth II.

The acquisition of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children. In September 2021, Stoneygate was relaunched as LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

Situated on the outskirts of one of the most multicultural cities in the UK, all three LGST schools are proud to draw children from city and country, and to welcome pupils and staff from a rich range of cultural and religious backgrounds.

Leicester Grammar School

Leicester Grammar School won the accolade of Sunday Times East Midlands Independent School of the Year 2024 and East Midlands Independent School of the Year for Academic Performance 2024. It has also enjoyed a very successful recent Independent Schools Inspection (January 2024).

Our pupils enjoy exceptional opportunities within and beyond the classroom; we have high expectations, but the success of our community stems above all from a culture of aspiration and care.

The school, indeed the Trust as a whole, is financially strong and led by a very committed senior team and an open, collaborative and well-qualified Board of fourteen local Trustees. We attract positive, polite and 'grounded' children, who display a strong sense of respect for one another and for staff. Concerns over behaviour are rare; our pupils thrive in a calm and purposeful community, well supported and guided by staff.

Examination results in 2023 were typically excellent, with 69% of A levels graded A*/A, making us the top-performing co-educational independent school in the Midlands, and 30th independent school nationally (The Telegraph). GCSE results at 9-7 have averaged 74% during the three-year period of 2018, 2019, 2023. Nine students have recently accepted Oxbridge places for 2023 entry, for a variety of courses.

The school has excellent local transport links, with both London and Birmingham under an hour away by train. The school is nestled in the glorious countryside of the East Midlands with many beautiful villages in the surrounding area. The market town of Market Harborough, situated 10 miles to the south of Great Glen, offers a strong sense of community and regularly features in the top 10 of lists such as the 'Most Liveable Place in England' and the Sunday Times 'Best Places to Live'.

The school's aims are to:

- Promote intellectual curiosity and academic excellence.
- Provide a broad, balanced and stimulating curriculum.
- Offer a rich range of co-curricular opportunities which enhance pupils' physical, cultural and personal development.
- Equip pupils with the self-belief, consideration and skills required for a principled and fulfilling life.
- Create a happy and mutually-supportive community of learners and staff, in which each individual is encouraged and enabled to do and be their best.
- Care for the mental and emotional well-being of pupils, and be proactive in the promotion of a healthy lifestyle.
- Welcome pupils of diverse backgrounds and faiths, nurturing their social and spiritual development.
- Foster a generous contribution to charity, community service and society.



Campus and Facilities

The new-build scheme, completed in 2008, provided the Grammar School and the Junior School, housed in the same building, with excellent facilities, outstanding equipment and a beautiful and practical space in which to learn and work together.

Accessed from the main entrance foyer of the Grammar School is St Nicholas' Hall which seats 900 and hosts assemblies, chapel services, school concerts and outside performances. An extension was added in 2015, providing additional science and lecture facilities, meeting and office space and an enhanced Sixth Form common room. We have recently installed a new medical and well-being suite.

In addition, there is an indoor sports complex which offers multi-use courts for Badminton, Basketball and Netball. Indoor Cricket nets and Table Tennis are available, along with a well-equipped and supervised fitness suite, a Gym/ Dance Studio and a 25-metre, 6-lane, heated swimming pool. With 75 acres of land, including several full-sized rugby pitches, cricket pitches and nets, two all-weather artificial hockey pitches, eight floodlit hard tennis and netball courts, it is no wonder that the site has been used as a team training base for numerous national teams, including the Canadian rugby team and the West Indies Ladies' Cricket teams.





VALUES@LGS

RESPECT	TRUST	COURAGE	CURIOSITY	COMMUNITY
Be self-reliant, kind, and respectful. Acknowledge others' strengths. Respect diversity, equity, and inclusion.	Honesty, integrity, responsibility, self-discipline.	Determination, resilience, perseverance, commitment, self-leadership, self-belief, challenge.	Independence, initiative, creativity, spirit, self-awareness, scholarship.	Equality, service, empathy, compassion, collaboration, inclusiveness, leadership.



The Post

An exciting opportunity has arisen for a full-time Admissions Manager to join our Trust of three independent schools as an integral part of our Marketing and Admissions team. You will be a key ambassador promoting and upholding the reputation of the Trust through the day-to-day management and full implementation of all aspects of the admissions process, promoting recruitment of new pupils.

We are looking for an enthusiastic and outgoing candidate who is experienced in building excellent relationships with a wide range of people, who is committed to delivering a high standard service, is organised and has attention to detail.

You will be joining a small, busy team at a thriving school which has a strong ethos of community. Previous experience of working in an admissions role could be an advantage. Applicants must have the right to work in the UK.

Purpose of the job:

- To provide a vital function in managing the admissions process for a family, from first contact with the school, to admission of the pupil to Leicester Grammar School.
- Overseeing and supporting Admissions at two other schools within the Trust.
- Support the Head of Marketing & Admissions in the organisation and running of Trust-wide promotional events, building relationships with feeder schools, maintenance of full and accurate records of all enquiries and supporting data to effectively evaluate marketing campaigns and initiatives.
- Play a key role in managing the Leicester grammar School's alumni, as we develop this area of our work.

Key Responsibilities

The list below is not exhaustive but provides an outline of the activities in which the Admissions Manager is involved:

- Manage the admissions process from the initial enquiry to the pupil joining Leicester Grammar School
- Handle all incoming enquiries from prospective parents (by phone, letter, website and email) and schedule school visits with the Headmaster and other appropriate staff

- Maintain enquiries and records on Admissions+ and Sims, reviewing and providing statistics from these systems as needed
- Record changes to the school roll as they are confirmed including joiners and leavers
- Support the Head of Marketing and Admissions in organising and delivering key admissions events, including Open Day, Open Evening, LGS at Work, Year 6 Taster Day, Assessment days, new pupil induction days and new parent events
- Send out prospectuses and other relevant literature
- Administer registrations and applications
- Meet prospective parents and their children
- Arrange and conduct tours for prospective parents and pupils
- Provide admission support for the other two Trust school (LGS Junior and LGS Stoneygate) during holiday periods
- Play a key role in supporting the development of the relationship between the School and its alumni, including:
 - o Sending alumni communications
 - o Supporting the planning and delivery of alumni events
 - o Maintaining the alumni database
- Support the Head of Marketing and Admissions in sending out parent communications via My School Portal and equivalent systems
- Provide data, when requested, in relation to admissions
- Support and contribute to the school's responsibility for safeguarding pupils
- Lead and conduct oneself in an exemplary manner from a child protection point of view
- Other tasks as may be reasonably requested by the Head of Marketing and Admissions.

Additional Duties

- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Monitor, review and evaluate departmental plans and strategies
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos.

Person Specification

Key Skills and Experience

- Demonstrate a high level of organisational and administrative competency
- Possess excellent interpersonal and communications skills with experience of maintaining a friendly but professional approach when dealing with parents, pupils and staff from a range of cultures and backgrounds
- Demonstrate the ability to build effective relationships with pupils, parents, colleagues and external agencies
- Demonstrate successful and effective customer relations, communication and customer care skills
- Possess the ability to communicate effectively and appropriately with a range of audiences
- Be a team player with the ability to work well under pressure
- Be a pro-active person of integrity, drive, energy and stamina
- Be capable of showing initiative including the ability to think ahead and work flexibly to deliver outputs
- Ability to prioritise, make decisions and to use initiative
- Possess the experience and willingness to work in a fast-paced environment
- Demonstrate the ability to follow instructions, policies and procedures.

Qualifications and Experience

- Understanding of the principles and practices of recruitment and admissions
- An understanding of good data management practice, including Data Protection
- Experience of working in a customer focused environment, and/or
- Experience of working in an administrative environment, and/or
- Preferably, some events management experience
- Preferably, good social media skills
- Good computer literacy with good facility in using Microsoft Word, Excel and database programmes
- Have an enthusiasm for supporting pupils and colleagues in a school environment.



Personal Qualities

- Have good numeracy skills and written English with excellent attention to detail, punctuation, spelling and grammar Have an enthusiastic and proactive approach
- Show willingness to work flexibly according to the fluctuating demands of the role
- Possess the ability to maintain confidentiality appropriately
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Demonstrate the ability to work as part of a team and collaboratively across the school
- Demonstrate excellent organisational skills and have the ability to work to deadlines.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.



Hours and Benefits

Staff in our schools are well qualified and enthusiastic and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care and teaching staff are committed to co-curricular activities.

Start Date	September 2024 or earlier
Hours	Full-time
Contract	Permanent
Salary	£38,000 per annum
Pension	The Trust participates in Standard Life Pension, for support staff, with employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary
Holidays	31 days per annum, including public holidays. There is also an additional non-contractual four days during Christmas closure period.
Lunch	School lunch is provided during term-time
Education	Fee remission for the children of our staff is available at all schools across the Trust.
Car Parking	Free car parking is available at the school sites



Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is Wednesday 19 June 2024. Interviews are currently planned for the following week.

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. On this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).work within Leicester Grammar School Trust (Annex 3).



Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.





LEICESTER GRAMMAR SCHOOL

Independent Co-educational Day School
for children aged 3-18

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Registered charity number 510809



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