



Fettes College

Head of UK Admissions



THE ROLE

Fettes College seeks to appoint a Head of UK Admissions who will be focussed on recruiting boarding and day pupils for both Fettes Prep and Fettes College from across the UK.

This is a key role in the admissions process and the successful candidate will need to reflect the ethos of Fettes, champion excellent customer service and be a highly credible ambassador. Admission to Fettes is competitive and requires the Head of UK Admissions to understand and implement the overall admissions strategy prioritising high-calibre prospective students. The Head of UK Admissions will work alongside the Head of International Admissions and oversee an Admissions Officer. Both Heads of Admissions report directly to the Director of Marketing & Admissions. A requirement of this post will be UK travel as well as potential attendance at evening and weekend events as required.

The Head of UK Admissions will be expected to:

- Adopt & adapt current admissions processes prioritising efficiency
- Build positive departmental relationships
- Deliver a highly effective, forward-looking & customer focussed admissions function
- Liaise with families from initial contact through to examinations and offer
- Develop and maintain excellent relationships with all UK feeder schools
- Ensure market-leading customer service
- Collaborate with the Head of International Admissions and Director of Marketing & Admissions to discuss trends and strategic objectives in line with wider strategic plans
- Monitor and evaluate performance to maximise conversions
- Ensure exemplary data capture, understand, interpret and monitor it
- Deliver against clear recruitment targets already set
- Proactively work to convert families from enquiry to placement at Fettes

Applicants must have a strong track record working in a customer-facing admissions, recruitment or sales role. Experience in managing others would be beneficial.

The successful candidate will be confident, articulate, outgoing and comfortable working in a fast-paced, challenging and extremely rewarding role. They should be a pro-active self-starter able to take the lead when required.

This is an ideal position for an ambitious and motivated admissions or sales professional.



PERSON SPECIFICATION

Essential skills and attributes required:

- A credible ambassador
- Team player
- Smart and professional
- 'Can do' attitude
- Friendly, approachable and confident
- Enthusiastic, mature, flexible and self-motivated showing integrity and resilience
- High-level communication and presentation skills, both written and verbal
- Strong planning and organisational skills
- Demonstrable management skills with the capability to inspire others
- The ability to build and maintain positive working relationships with all staff
- Ability to lead change
- A willingness to learn new ways of thinking and to try new approaches
- Ability to think creatively and demonstrate initiative
- Deal calmly with different situations as they arise
- Understand and respect for the principles of confidentiality
- High level drive and determination to succeed
- Driven by targets without losing the personal touch

HOURS OF WORK

Full-time, 37.5 hours per week.

Please note this role requires attendance at open days, other admissions related events and national travel, which will require evening and weekend working.



BENEFITS

The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate.

You will be entitled to 30 days' holiday during the School Year (September to August) plus 8 designated Public Holidays providing they fall outside of term time. Holidays will therefore ordinarily be taken outside term time and only during the term by exception and by prior agreement with the Director of Marketing & Admissions.

You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. Further details will be outlined in the contract of employment.

Lunchtime meals may be taken in the Dining Hall free of charge during term time. Parking is free of charge within the campus grounds.

The hours of work are 8.30am – 5pm Monday to Friday, with one hour for lunch taken between 12.30 and 1.30pm. When visitors are able to come on campus again, the three members of the Admissions Department will equally share a Saturday morning rota with Friday afternoon off in lieu.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the School.

APPLICATION PROCESS

To apply please submit your CV and a covering letter outlining your suitability for the role via email to: recruitment@fettes.com

Please include details of your current salary and notice period.

If you would like further information prior to applying for this role Mrs Gemma Gray, Director of Marketing & Admissions is available for a zoom call or phone call by arrangement.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Closing date for applications is Friday 5th March and interviews will take place during week commencing 8th March.

ABOUT FETTES

Fettes College is a leading HMC co-educational boarding and day school close to the heart of Edinburgh. It has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care. Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an Independent school of some 785 boys and girls. There are 585 pupils in the Senior School (13-18 years), of whom 75% are boarders, and 200 pupils in the Preparatory School (7-13 years).

As well as our teaching staff, we employ over 220 Non-Teaching Staff across the many departments, including; Estates, Security, Housekeeping, Accounts, Admissions and Marketing with a pervading sense of community amongst staff, pupils and parents alike.

The Aims of the College

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion
- Are encouraged to stretch & challenge themselves in everything they undertake



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www.fettes.com