

Admissions Manager

The Business Development Department

The Admissions and Marketing Department comprises:

Head of Business Development

Business Development Manager

Marketing and Communications Manager

Marketing Assistant

Head of Admissions

Admissions Manager

Admissions Assistant

The Department is often the first point of contact for new parents and pupils and therefore a professional, warm and friendly approach is essential.

The Role

The Admissions Manager will have joint oversight of Admissions for a group of London Schools. The group consists of Nurseries, Pre-Prep and Prep Schools. The role reports to the Head of Admissions, Miss Samantha Feilding, and the successful applicant will be responsible for managing the Admissions Assistant. The Admissions Manager will deal with all aspects of the Admissions process; from initial enquiries through to enrolment.

This is an ideal position for a candidate with previous school admissions experience who wishes to be involved in a professional and busy school community. The role requires excellent organisational skills and the ability to work as part of a team, as well as independently.

Key Responsibilities

- Liaising with the Head of Admissions as appropriate with regards to prospective pupils.
- Maintaining accurate and up-to-date pupil data on the admissions register.
- Arranging and co-ordinating visits for prospective parents and pupils.
- Line management of the Admissions Assistant, ensuring they deliver upon both team and individual targets and goals.
- To request references/reports from existing schools to pass to the Head of Admissions.
- The production of regular reports concerning applicants and numbers.
- To oversee the arrival, and welcome into School, of new parents and pupils, including providing new parents with all the information (handbooks, uniform lists, fee information etc.) that they require prior to their child joining the School.
- To maintain up-to-date records of pupils who are leaving, ensuring the necessary pupil data is forwarded on to the relevant parties whenever a pupil leaves the School to attend an alternative institution.
- To attend all School Open Houses and events. This may include evenings and weekends.
- Working alongside the Marketing Department to assist with the effective marketing of the School where required.
- The development of a good understanding of competitor schools and the educational opportunities available within the local area.
- Any other task which may reasonably be requested.

Person Specification

Qualifications (Desirable)

- Minimum 2:1 degree or relevant professional qualifications in a Marketing, Business or Communications related subject.

Experience

- Proven experience in an administrative role is essential.
- Proficient in the use of MS Office, especially Word and Excel.
- Sufficient numeracy to deal with statistical data.
- Basic understanding of Marketing.
- Understanding of the Admissions process and preferably experience in pupil recruitment.
- Understanding of the admissions environment in a school context.
- Experience of working within the education sector.
- Experience with ISAMs preferred but not essential as training will be provided.
- Above all else this role necessitates an ambitious and motivated individual who can be flexible in the way that they work.

Remuneration

- The post is available from October 2021. The salary for this role is £26,000.00.
- The annual holiday entitlement is 25 days plus public holidays, to be taken outside of term time.
- Lunch is available in the Dining Hall free of charge during term time.
- The school operates a contributory pension scheme which is open to all members of staff.