



Queen Mary's SCHOOL

ADMISSIONS MANAGER JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

An exciting opportunity has arisen at Queen Mary's for an Admissions Manager to join our thriving independent girls' school situated between Ripon and Thirsk. The Admissions Manager will be an ambassador for the school and responsible for the day-to-day management of all aspects of the admissions process driving 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. Previous experience of working in an admissions role would be preferable. You will be joining a small, busy team at a happy school which has a strong ethos of community.

Reporting to: Director of External Relations

THE ROLE

The Admissions Manager will play an essential role in the day-to-day management and implementation of the School's admissions process and marketing strategies. The candidate will be an ambassador for the School and the main point of contact for prospective parents throughout the admissions process organising key events and processes throughout the admissions cycle to drive recruitment and retention of pupils.

OVERVIEW OF RESPONSIBILITIES

- Ensure the daily email and telephone enquiries are responded to in a timely manner.
- Handle individual communications with prospective families from initial enquiry to admission ensuring effective, timely and professional customer service.
- Ensure that pupil data on the Admissions software, reports, and the School database system is accurately maintained to help track and project pupil numbers across the School.
- Articulate the School's ethos and the benefits of its offering in a professional manner.
- Liaise with the wider staff and girls to organise visits, taster days and admission to the School.
- Be the School's ambassador and conduct tours (when necessary) for prospective families.
- Be part of the team to co-ordinate administration of the assessment and scholarship process accurately.
- Ensure all Admissions documentation is kept securely in School.
- To ensure that the School has obtained, processed and filed all information required to complete the entry process complying with all relevant policies and documentation and in compliance with data protection regulations (GDPR) and international Child Student Sponsorship duties.

- Maintain the day-to-day relationship with overseas agents.
- Produce reports to share with the Director of External Relations and work to deliver an effective admissions function.
- Organise and assist at Open Mornings and other key events including but not limited to Assessment Day and Scholarship Week and New Pupils' Day liaising with all relevant staff with oversight from the Director of External Relations.
- To be responsible for the maintenance of the databases for feeder schools, nurseries and agents.
- Support the Director of External Relations in managing the Admissions Register and share relevant data with local councils.
- Provide support to the Director of External Relations with marketing activities to drive recruitment and retention of pupils working effectively within the team.
- Undertake any other duties required by the Director of External Relations and the Head.

Other responsibilities:

In addition, the Admissions Manager may be required to:

- Support other departments within the School from time to time as requested by the Head.
- Complete, with priority, any other reasonable tasks as required by the Head.

PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Knowledge		Understanding of the principles and practices of admissions processes
		Understanding of the independent Schools market
Skills and abilities	Strong communication and inter-personal skills	Artistic flair for visual creation and design
	Ability to be discreet and uphold confidentiality	Skills in reporting and updating website content
	Excellent time management and organisational skills	
	Excellent written English and attention to detail	
	Ability to show initiative and respond to a changing environment	
	Ability to work under pressure and to deadlines	
	Strong IT skills (MS Word, Excel)	
	Energy, drive, enthusiasm and a positive manner	
Experience	Experience in a customer facing role	Experience of an admissions role
	Experience of building excellent relationships with a wide range of people	
Qualifications	Educated to degree level or with the equivalent work experience	
	Preparedness to undergo appropriate training as requested	

Personal circumstances	A willingness to engage with and articulate the School's Christian values, ethos and heritage	Current driving licence
	Clear sympathy with the advantages of single-sex education	
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willing to play an active part in the life of the School community	
	Willing to work out of hours as and when School functions occur	

TERMS AND CONDITIONS OF EMPLOYMENT:

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and Contract of Employment, will be documented in due course to the successful candidate.

The salary for this role will be competitive depending on the successful candidate's skills and experience, paid in monthly instalments in arrears at the end of each month and inclusive of holiday pay; no over-time is paid.

This is a full-time, permanent role. Some flexibility will be required to allow for attendance at special events including Open Mornings outside those hours at evenings and weekends.

Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met).

Meals will be provided free of charge during term time hours of work.

The School operates an employer stakeholder contributory pension scheme.

The appointee shall be able to take 28 days statutory holiday pro-rata in any one academic year in addition to Bank Holidays when the School is not in session. These should be taken out of normal term time and agreed in advance with the Director of External Relations. They cannot be carried forward to subsequent years except in exceptional circumstances and only then with the Head's approval.

The appointee will be expected to participate in an annual appraisal.

The appointee is required to give the School three months' notice of his/her intention to leave this post.

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to, and ensure compliance with, the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead.

Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day School situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the School was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the School's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed pre-prep department and the main School is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new Schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibuss service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 23 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.