



Fettes College

ADMISSIONS ASSISTANT



THE ROLE

An opportunity has arisen for a friendly, diligent and customer-focused individual to join Fettes College as an Admissions Assistant. The chosen individual will deal specifically with admissions for entry into Fettes College Preparatory School (children aged 7-13) but will be situated in the Admissions Department office in Fettes College. This is a customer-facing role therefore the post holder should be confident and presentable with an excellent telephone manner.

The successful candidate will play a vital role within the Admissions Department by developing a full understanding of the admissions process to Fettes; utilising our information management system (iSams); assisting prospective families to Fettes Prep on their admissions journey; taking responsibility for pre-visit and post-visit communications and assisting the Registrar with all exams and offers made.

Reporting directly to the Admissions Registrar and then the Director of Marketing & Admissions, you will work alongside the Fettes College Admissions Assistant whose role is very similar making it a collaborative & supportive team. You will also work closely with the Marketing Department as required to evaluate visit processes and ensure that there is synergy in terms of approach.

Fettes College uses iSams to hold all data for current & prospective families.

The successful candidate will be responsible for:

Point of Contact with Prospective Families

- Being a polite & confident point of contact for all prospective families to Fettes College Preparatory School
- Answering all enquiries from prospective families to Fettes College Preparatory School and managing each stage of the process
- Managing the visit process
- Addressing any manner of questions they may have
- Pro-actively gaining pre-visit information from families to assist with their visit
- Understanding & championing the use of the online admissions portal
- Providing assistance to the registrar with entrance exam and offers

Admissions Information

- Accurate data entry into iSams
- Cleansing and updating of data held as required
- Creation of statistical reports from iSams
- Coordinating regular follow-up communications handled via iSams
- Championing the use of iSams throughout the department in the move towards a paperless environment

PERSON SPECIFICATION

Experience

- Excellent communication and interpersonal skills
- Excellent organisational and planning skills
- IT literate across a broad range of common Microsoft applications, experience in the use of databases and information management systems
- Ability to work independently and work well within a small team
- Knowledge of iSams would be considered very useful (although full training will be provided)
- Previous experience of working within a school Admissions team would also be desirable.

Personal Qualities

- Warm personality with a sense of humour
- Highly motivated and a self-starter with a proactive approach to develop the role
- Team Player
- Excellent attention to detail
- Approachable & diplomatic
- Confidential in nature and calm under pressure
- Smart and professional in presentation

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 Admissions Registrar.

You will be opted in to the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. 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 and when catering is provided and at other times, when catering is provided and you are on duty. Parking is free of charge within the campus grounds. Gym membership at Westwoods Health Club is also available.

The hours of work are 8.30am – 5pm Monday to Friday, with one hour for lunch. There will be an additional requirement to work one Saturday morning per month during term time only (with a half day on Friday given 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.

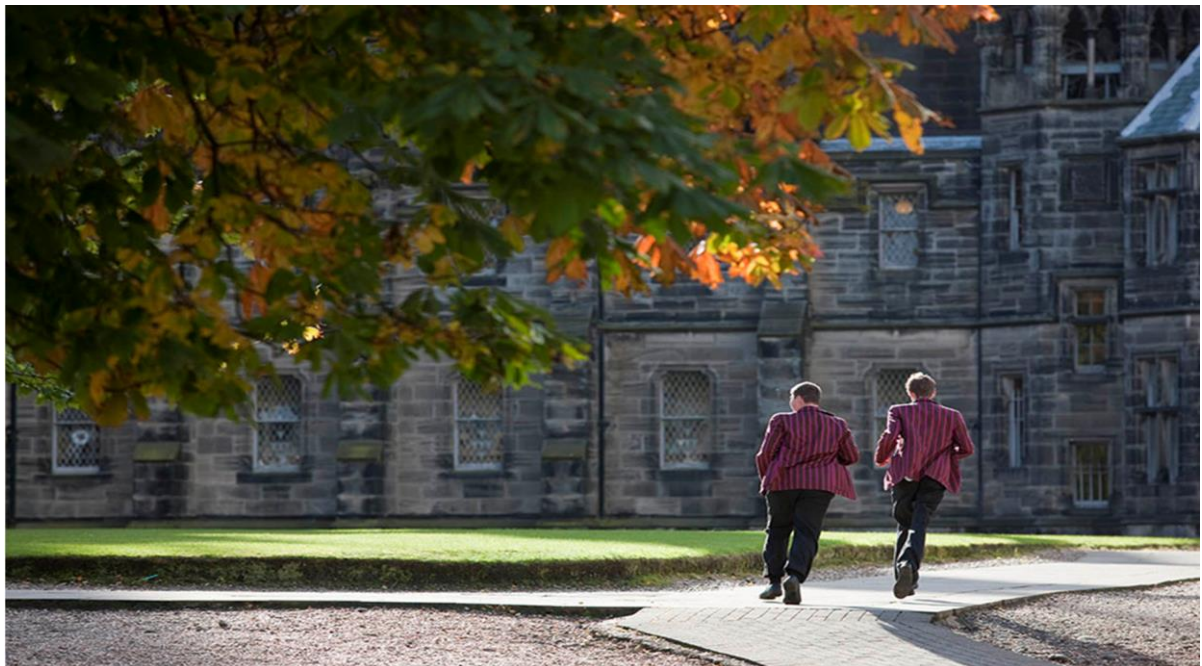
APPLICATION PROCESS

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

If you would like further information prior to applying for this role, please contact Mrs Harriet Marshall, Admissions Registrar on 0131 311 6744.

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 Wednesday 28th November 2018. Interviews will take place during week commencing 3rd December 2018.



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 760 boys and girls. There are 550 pupils in the Senior School (13-18 years) and 210 pupils in the Preparatory School (7-13 years). The academic staff in the College consists of the Headmaster and 80 full-time members of the Common Room. Our Prep School shares the same site and consists of a further 25 full-time teaching staff.

The School stands on a magnificent site of approximately 100 acres, but still within walking distance of Edinburgh's city centre. The historic main building holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large newly built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography, and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and seven further boarding houses (including a purpose-built U6th House) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

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 and challenge themselves in everything they undertake