



# Elstree School

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Candidate brief for the position of  
**Head of Admissions**  
**February 2022**





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# Elstree School

## Elstree School

Thank you for your interest in our Head of Admissions role at Elstree Preparatory School. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 3-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.



## School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

## Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, scalectrix and board games to judo and touch rugby and many more.







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## Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



## Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



## Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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## Head of Admissions

### Role summary

The Head of Admissions is responsible for managing and coordinating all aspects of admissions work throughout the school and optimising the flow of prospective parents from initial enquiry through to joining the school. It is important to have an effective and efficient process that is tailored to each family, continually seeking to improve these processes using digital tools. The Head of Admissions will adopt a professional, reassuring, confident and proactive approach to all aspects of the admissions journey. The postholder coordinates a constant turnaround of enquiries, applications, meetings, open days and visits throughout the year and is responsible for the smooth induction and transition to school life.

The post holder will be expected to attend 'out of hours' events including termly Saturday Open Mornings, Schools Shows, Recruitment Fairs and other functions as required. He/she will also help to organise any senior school fairs which are held at Elstree. In liaison with their line manager, our Head of Admissions will set personal targets and take responsibility for their own continuous professional development.

Accountable to: The Headmaster

### Key Responsibilities

#### Admissions

- Oversee the admissions process from enquiries through to prospectus, visits, taster days and assessments, offers and enrolment, including all general questions, administration and school communications, always with the aim of building and maintaining good long term relationships with families.
- Provide an approachable and welcoming response to enquiries concerning pupil admissions, by telephone, email and in person and ensure these are followed up in a timely manner.
- To be an ambassador and advocate for Elstree, embodying, demonstrating and communicating the school's ethos and approach in all communications and interactions with prospective and current parents, pupils, guardians and educational agents.
- Developing supportive relationships with prospective parents to maximise their progression through the application process and to make them feel a valued part of the school community.
- Leading the planning, promotion and running of a successful calendar of Open Mornings and Receptions, including sending Christmas cards, reports of Inspections etc., with effective follow up, and implementing continuous process improvement
- Develop relationships with local nurseries, other schools, businesses and the wider community to raise the profile of the school and support the recruitment funnel
- Taking responsibility for the School's data management system (ISAMS), ensuring it is accurate and up-to-date at all times in accordance with data protection requirements, including managing the end of year roll over process and producing regular reports for all stakeholders.



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- Ensure that parents of new pupils receive and return completed forms when required and submit relevant documentation.
- Prepare pupil enrolment materials as required, providing relevant teaching staff with the necessary documentation relating to new pupils

## **School Roll, Admissions Records, Statistics and Reports**

- Monitoring current and future school roll numbers, keeping the Head, Bursar, Governors and other members of the SLT informed on a regular basis regarding the status of confirmed and tentative pupil numbers
- Ensuring that the members of the SLT involved in the acceptance process of new students have the academic information necessary both to advise the parents of prospective pupils regarding options choices and to place new pupils into appropriate sets/classes.
- Ensuring that all admissions records and statistics are accurate and up-to-date
- Advising the Bursar's office regarding the payment of registration fees and deposits, recording any monies paid in through the Admissions Department
- Working closely with the Bursar on Bursary applications and requirements
- Production of termly reports (or as required) for the Board of Governors - covering progress in meeting recruitment and retention targets and the outcome of admissions events. These reports should include detailed analysis of all admissions data.
- Responsible for the annual review of the Admissions Policy
- Work with the Bursar to plan the forecast pupil numbers for the annual financial budget

## **Relationships with Feeder Schools and Outreach**

- Working with local Heads to develop strong relationships with feeder schools
- Building up a detailed knowledge of feeder schools' pupils and needs, and working with the Marketing team to offer appropriate content to feeder schools in support of their pupils considering Elstree
- Develop an active programme of engagement and events for selected schools
- Closely monitoring the performance of applicants from different feeder schools, supporting Marketing in the development of our Feeder School strategy

## **Compliance**

- Taking responsibility for the Elstree Tier 4 visa process and acting as the primary contact for the UKVI, ensuring that the school's policies and admissions processes for international students are in line with the requirements of UKVI and the UKBA
- Ensuring the accurate and timely issue of Tier 4 visas, in line with the requirements of the UKVI



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- Leading on, and preparing for, UKVI inspections
- Coordinating with Head, Head of Boarding & Housemaster and pastoral staff to ensure compliance
- Ensuring the school is compliant with UKVI and ISI compliance regulations

## Organisation

- Full responsibility for the coordination and organisation of Open Mornings, Discovery Days, Foundation Award Assessments, New Pupils' Day and Networking events, whether at Elstree or elsewhere e.g. London networking event. Planning every aspect, from the detail of the event itself, attendee list, welcoming visitors, ensuring that attendees are looked after at all times whilst in the school and carrying out follow up requests
- Arranging prospective parent visits, welcoming parents to individual appointments. Assisting with the assessment of potential pupils, liaising with the Learning Development Department and Director of Studies and/or Director of Teaching and Learning
- Responsible for all new pupils, including liaison with new parents, sending out information packs and forms and organising New Pupils' Days in the Summer Term and organising uniform appointments/ name tapes.

## Administrative

- Completing administrative tasks accurately and in a timely manner to include:
  - Producing data and tracking numbers of pupils for future intakes as well as maintain the Admissions Database
  - Maintaining the Admissions Registers in line with current legislation
  - Ensuring that pupil new starter data is accurately and promptly updated in ISAMS and is communicated to key stakeholders in the School
  - Ensuring that the Bursary is promptly informed of pupil leavers, new starters and any changes in financial assistance, so that fee billing is as accurate as possible
  - Production offer letters and other official communication
  - Maintaining admissions procedures and documentation (e.g. standard letters) under review to ensure that they are meeting objectives and make recommendations for change, as needed
  - Informing the Local Authority when there are any early leavers;
- Responsible for Admissions Policy and ensuring its compliance with relevant guidelines and legislation

## Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.





# Elstree School

## Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the

Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

## Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

## Person Specification

The successful candidate will:

- Be an experienced administrator with a proven track record in a similar environment
- Be a confident communicator verbally and in writing, loyal and discreet
- Be well presented with excellent interpersonal skills
- Possess strong IT skills – familiarity with Excel/Database management/Word/Adobe/Teams are essential
- Possess exceptional levels of organisational ability, able to multi-task and work under pressure, work independently and prioritise conflicting demands
- Display drive, initiative and enthusiasm.
- Be able to relate well to children and adults (staff, parents and Governors)
- Be committed to continual improvement
- Patient, caring and in possession of a good sense of humour
- Commercial awareness – driving lead and enquiry generation
- A thorough understanding of the UK independent educational system is essential





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## Key Skills

- Excellent interpersonal skills and ability to relate well to people of all levels with sensitivity, tact and diplomacy
- Be an effective problem solver and a flexible team player
- Strong numeracy and analytical skills
- Able to manage workload and prioritise tasks
- Discretion and the ability to deal with confidential information appropriately
- Use initiative and take responsibility
- Reliable and flexible with a 'can-do' approach
- Resilient and able to cope with the rigours of a busy school
- Working knowledge of international school systems

## Hours of work

Hours of work are Monday to Friday, 8.00am – 5.00pm. The role is term time plus 8 weeks work required in the holidays, hours during holiday periods to be agreed in discussion with the Headmaster, totalling 42 weeks per year. Work outside of these hours will be required for school events and promotional activities and according to the needs and demands of the post.

## Holiday

Holidays are to be taken during the normal School holidays in accordance with the published dates in the School calendar, you will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Head/Bursar.

Holidays must not be taken during term time.

Probationary period: 2 terms

## Salary

According to experience, to be discussed at interview.

## How to Apply

If you are interested in applying for this post, please visit our website and download an application pack and email it to [apply@elstreeschool.org.uk](mailto:apply@elstreeschool.org.uk) or contact Rachel Pither, Head of HR on 0118 971 0604 for assistance. Please ensure these are returned to the School by Midday on 14<sup>th</sup> February. You may wish to submit your curriculum vitae but this will not be accepted in place of a completed application form. Your application may be submitted by email to [apply@elstreeschool.org.uk](mailto:apply@elstreeschool.org.uk) or by post to the following address: -

Rachel Pither, Head of HR, Elstree School, Woolhampton, Reading, RG7 5TD

You are most welcome to include a short, hand-written letter, addressed to Sid Inglis, Headmaster to develop and expand upon your suitability for the post. Short-listed candidates will be asked to attend an interview at the School. If you have any questions, please do not hesitate to contact us.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*