



# **Administrator Admissions and Marketing Job Description**

## **Welcome**

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment, and a strong sense of community. Our pupils are at the heart of everything we do, and their remarkable energy and imagination inspires every one of the School staff each day. Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

## **Our School**

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from 9 months to 4 years. The school is approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018. We also have a newly developed Outdoor Innovation Space, as well as an Astro all weather pitch which was completed in October 2022. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible. Further details about the school can be found on the [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk).

## **Our Pupils**

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

## **Role Purpose**

To support the Director of Admissions and Marketing with administrative tasks as required.

## **Main Responsibilities**

### **Admissions**

- Become proficient using PASS/WCBS to assist with registration process and data input of prospective pupils
- Work closely with Director of Admissions in mailing out Prospectus packs, Registration forms and Application forms
- Follow up with prospective families on outstanding documentation (e.g. identity records, copy of birth certificates, direct debit forms etc)
- Provide administration support for Open Morning planning i.e. acknowledge email enquiries from prospective parents, help with registration on the day
- Assist with general new parent enquiries and direct to the relevant person e.g. Director of Admissions, Nursery Admissions or School Secretary
- Help prepare formal letters acknowledging any school leavers
- Help prepare letters sent to parents notifying them of New Parent Welcome Evening
- Become proficient in using My School Portal to assist in simple updates of information
- Request pupil records, past reports and any safeguarding information from current schools for new pupils
- To help update admissions documentation (e.g. forms, brochures etc) with relevant and up to date information

### **Marketing support**

- To help collate the bi-weekly school newsletter, Nutshell and provide proof reading support
- To support Director of Marketing on the forthcoming launch of the new school website – helping in collation and transfer of information, proof reading, scheduling meetings with the agency
- To provide broad marketing support where needed e.g. briefing designer on amends, checking all artwork, supplying artwork files to media publications for printing
- Become proficient in “My signage portal” to be able to update the school’s digital screens with new content
- Help support on the collation and management of Lupercus (annual school publication) in particular proof reading, editing and sourcing relevant imagery
- General support of the school admissions process i.e. arranging pupil taster days, liaising with teachers to coordinate timings and helping to ensure all steps have been taken in preparation for a new child starting at the school
- Help in idea generation on how to actively promote the school within the wider community – brainstorming, competitor analysis of other schools’ activities and branding etc
- Become an extra pair of hands in photographing and videoing school activities and events for use on social media
- Provide organisational support for the management and running of any school event e.g. Senior School Fair, School in Action days etc.
- To provide support for the Community Fund initiative – campaign development and responding to charities’ bids for grants. Providing feedback to ensure charities are kept well in-formed.

**Other**

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Departments

**All staff will:**

- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead. All responsibilities can be found in in our safeguarding and child protection policy.
- Be positive, dynamic and challenging in all aspects of work
- Foster the school's inclusive ethos -nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Play an active part in the life of the school and its community; supporting its ethos and policies
- Share direct accountability for the establishment of Hazelwood as an outstanding school
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Agree annual performance targets, with a view to own continuous improvement
- Undertake any other duties that may reasonably be required by the Head

**It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.**

**The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate, therefore this role is exempt from the Rehabilitation of Offenders Act 1974.**

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSEs (or equivalent) with grade C/4 or above in English and Maths</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>2 years' previous administration experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding requirements for working with children</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent IT skills, intermediate Excel and Word</li> <li>Good standard of numeracy and literacy</li> <li>Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities</li> <li>Excellent organisational and time management skills</li> <li>Ability to balance priorities and responsibility for the completion of a task</li> <li>A good skill level of checking integrity of data</li> <li>Willingness to take part in additional training when the acquisition of new skills is required</li> <li>Tenacious</li> <li>Self Starter</li> </ul>	
General/ Personal Qualities	<ul style="list-style-type: none"> <li>Smart, business-like, professional appearance</li> </ul>	

	<ul style="list-style-type: none"> <li>• Capacity to remain calm and to cope under pressure</li> <li>• A team player, collaborative worker</li> <li>• Self-motivated</li> <li>• Initiative</li> <li>• Proactive</li> <li>• Driven with a desire to improve systems within a specialism</li> <li>• Resilient</li> <li>• Ability to have difficult conversations in a sympathetic manner</li> <li>• Strives for excellence in every aspect of school life</li> <li>• Understanding the need to convey the professional image and ethos of the school</li> <li>• Organised, accurate and detail conscious</li> <li>• Maintain confidentiality and work with discretion at all times</li> <li>• Conscientious and reliable</li> <li>• Determination and perseverance</li> <li>• Enthusiasm</li> <li>• Patience</li> </ul>	
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Signed.....  
Employee

Date.....

## TERMS AND BENEFITS

- **Start Date:** ASAP
- **Working hours.** This is a full time role and the standard working hours are 9am – 5.30pm during term time and 9am – 4.30pm during school holidays. Applications will also be considered from applicants wanting to work 30 hours a week (or more). The exact hours can be decided with the successful candidate but must be worked over 5 days a week. The job is for 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role.
- **Salary.** £25,000 pa for full time role (and pro rata if working less than full time hours).
- **Holiday.** The holiday entitlement is 6 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- **Pension.** You will be auto enrolled into the School's pension scheme (after three months of service),
- **Life Assurance.** You will be covered by the life assurance of 3 times salary from your first day of employment.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open during term time.
- **Parking.** There is free parking on site.