



Job Description

Admissions Manager

Purpose of role:

To support the Director of Marketing and Admissions, in their role to provide a first-class service to prospective families and pupils, ensuring that they receive professional advice and support throughout the admissions process, helping to meet targets for pupil intake for all ages 4-18.

Reporting Structure

This post reports to the Director of Marketing and Admissions.

Key responsibilities

- Builds and maintains excellent external and internal levels of interaction and relationships and promotes Guildford High School to all enquirers and applicants and other educational institutions.
- Deals promptly with admissions enquiries via e-mail, online applications, telephone, and in person and follows up such enquiries as appropriate.
- Organises and attends visitor and new joiner events held at the School and from time to time at local schools.
- Produces written correspondence for prospective families, content for Admissions section of the school website and assists with production of new joiner information packs.
- As part of the admissions process, manages bursary and scholarship applications from prospective applicant families.
- Helps to plan and facilitate entrance assessments for all year groups.
- Provides analysis of pupil recruitment data to Director of Marketing and Admissions.

The post holder may perform other such duties reasonably required by the Director of Marketing and Admissions. The job description is not intended to be all-inclusive and may change to reflect the needs of the school.



Person Specification - Admissions Manager

The post holder must hold the right to work in the UK.

Qualifications

- Educated to degree level.
- A minimum of English and Mathematics GCSE Grade 4.

Experience

- Experience using the full suite of Microsoft Office products, including Outlook, Word, Excel, Forms, PowerPoint.
- Experience of working in a school environment is desirable.
- Experience of using school admissions database or other databases is desirable.
- Experience of school admissions and/or customer focussed environment is desirable.

Skills & Attributes

- An excellent level of written and spoken professional English, with the ability to tailor responses to different audiences.
- A helpful, professional, and courteous telephone manner, with the desire to make follow up calls when appropriate.
- A proven ability to juggle multiple demands, to prioritise and manage competing deadlines, and remain calm under pressure.
- Strong organisational skills and an ability to use one's own initiative.
- Acts with tact and diplomacy, works well with multiple teams.
- Able and willing to occasionally work flexible hours, including evenings and weekends.
- To uphold the ethos and aims of the school, and to promote the 'GHS 8'.
- An enthusiastic, cheerful can-do attitude.
- A commitment to safeguarding and promoting the welfare of children and young people, and to attend periodic safeguarding training/awareness sessions.

Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers.