

Admissions Executive Full Time, Full Year (with occasional evenings and Saturdays) Admissions Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint an Admissions Executive to assist with all matters relating to the admissions cycle for boarding and day pupils. These duties include setting up Open Events, assist with processing applications, organising entrance examinations including those sat abroad, collating all information required for boys with exam concessions, emailing prospective parents with invitations for entrance interviews, preparing letters of offer, supporting Student Visa work, updating website, answering the telephone, sending emails and filing.

The successful applicant will play a major role in the day-to-day life of the Admissions Department and will need to be highly motivated, to show a significant degree of initiative and be able to work efficiently and calmly, even at times of pressure. Inter-personal skills of an especially high order will be required, as will qualities such as loyalty, discretion, and flair. The post requires a person of cheerful and co-operative disposition, able to pay attention to detail, to be flexible in their approach and to have first-class typing and computer skills, together with an excellent command of the English language. A smart appearance, commensurate with the high standards of the School, is essential and a pro-active team player is a prerequisite.

OUTLINE OF POST:

To assist with the smooth and efficient running of the Admissions Office in all aspects of admissions. Other related or general office duties may also be allocated by the Admissions Manager, to whom this post reports and by the Head of Admissions.

MAIN DUTIES AND RESPONSIBILITIES:

- Assisting with the preparation of information for Open Events and attend events delivering a warm and welcoming service to our prospective families
- Assist with the continued development of the admissions processes
- Assist with year group entry points, including entrance examination days, interviews, offer procedures and post acceptance activities
- Accurate data entry into the School Information System (iSAMS) and running reports
- Supporting with the administration for Student Visa sponsorship
- Communications also include liaising with feeder Schools and international families
- Assist with all general admissions support areas, for example website updates, general enquiries via email, telephone, post and stationery.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to GCSE Maths/English or equivalent.
- Ideally educated to A Level or equivalent post graduate qualification.
- High degree of accuracy and attention to detail
- A minimum of three years' experience of working in an office or similar environment
- Ability to prioritise workloads and manage deadlines
- Able to work efficiently and calmly, even at times of pressure
- Excellent organisation skills
- Excellent verbal and written communication skills with a good command of the English Language
- Accurate typing skills with proficiency in MS Office packages, particularly Word, Excel and School Information systems
- Highly motivated with the ability to show a significant degree of initiative
- Flexible and co-operative attitude
- Ability to work on your own initiative and a pro-active team player within an efficient and effective team
- Welcoming, efficient and have a diplomatic approach when dealing with difficult/sensitive situations
- A positive person of cheerful and co-operative disposition
- A smart appearance, commensurate with the high standards of the School
- Good timekeeping and punctuality
- Ability to be flexible regarding working hours to meet occasional school events
- Strong interpersonal skills with the ability to liaise with people at all levels and of all ages and backgrounds, combined with a strong understanding of social etiquette and cultural sensitivity
- Self-starter, highly motivated and resourceful
- Flexible and able to plan a variable workload
- Ability to always maintain confidentiality.

Desirable

- Experience of working within a customer service department
- Good problem-solving skills
- Knowledge of data protection regulations
- Enthusiasm and aptitude for working in a small and busy team
- Flexibility and willingness to work occasional evenings

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods (for full-year posts)
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Free access to our onsite gym
- Membership of the Bupa Cash Plan, which gives financial support towards annual optical and dental costs, various therapies and consultations, as well as an EAP service which offers a counselling service and other advice on a wide range of topics
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent full-time, full year contract from February 2023

The Admissions Executive will work 5 days per week, Mondays to Fridays. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year (a few evenings and occasional Saturdays for school Open Days). Any changes will be agreed with your line manager and mutually agreed in advance and time in lieu given.

The salary range for this post will be Point 26-28 on the Whitgift Foundation Support Staff Salary Scale, dependant on qualifications and relevant experience. The salary range is £34,081-36,194.00 per annum (dependent on qualifications and experience and inclusive of 5 weeks annual holiday entitlement).

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For any general queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk. For specific questions about the role, please email: admissions@whitgift.co.uk.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and social media checks (including personal, professional and other online activities).

December 2022