



CRANLEIGH
EX CULTU ROBUR

Admissions Assistant Job Description

**9.30am – 3.00pm (25 hours a week with ½ hour for lunch)
State School term time only - Cranleigh School**

Role profile

The main aspects of the role are as listed below but these are not exhaustive. There may be occasions where additional hours are needed to support events related to Admissions and hours in lieu may be taken.

Main Duties

The responsibilities of this post are

- Work closely with all members of the Admissions Department
- Distribute promotional literature to parents and feeder schools
- Collate material and data for exhibitions
- Prepare materials for Events, Welcome Mornings and Individual Visits
- Filing, photocopying and stationery orders
- Maintaining and auditing quantity of publications
- Database entry to iSAMS and Admissions Portal, up-dating information and records
 - Input prospectus and enquiry information
 - Scan and up-load EP and School Reports
 - Input registration details
 - Up-date feeder school contacts and records
 - Track school reports and birth certificates
 - Track all events and visits
 - Annual cleanse of year groups
- Any other reasonable duties as directed by the Bursar, Head of Admissions or Registrar.

Essential Requirements

- An enthusiastic and versatile team player, able to work with a variety of different sectors to ensure the efficient and successful management of pupil recruitment and promote the ethos of the school
- Have excellent interpersonal and communication skills. Have excellent organisational and administrative skills with effective use of ICT
- Be able to work under pressure, be self-motivated and ability to multi task
- Evidence of forward planning

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.