

LeicesterHigh
SCHOOL
FOR GIRLS



ADMISSIONS OFFICER

Competitive Salary and Benefits

Giving Girls Education, Confidence and Opportunity



Our School

At Leicester High School for Girls, we specialise in bringing out the very best in girls aged 3-18. We educate girls to their full potential, whilst building their confidence through a wide range of opportunities; thus Giving Girls Education, Confidence and Opportunity.

One of our special qualities is that we educate girls continuously from age 3 when they enter our Early Years, to Sixth Form when they leave as fully-rounded, confident young women who can take their place in the world of the 21st Century.

We are not a large School so everyone is someone. Girls can be themselves at Leicester High. Voices and opinions are heard and listened to with the result that self-confidence is developed. They discover and fulfil their potential and leave us believing that there is nothing they cannot do. The positive impact of education in an all-girls' environment lasts for life.

Our Aims

At Leicester High School for Girls, through our teaching and provision, we aim:

- To create a friendly, caring community where every individual is valued.
- To develop intellectual curiosity, academic excellence and a life-long love of learning.
- To discover and nurture individual talents, creativity and self-belief.
- To develop personal values of respect, acceptance, understanding and determination.

Leicester High School has a Christian Foundation and is open to girls of all faiths, or none.

We are seeking an experienced and highly organised administrator with fantastic people skills to join our busy Marketing and Admissions team. This is an exciting role, in a lovely school located off the London Road in Knighton, Leicester.

As a leading independent girls' school, we pride ourselves on offering a supportive, enriching and creative environment for our students.

You will work closely with the Head of Marketing and Admissions to ensure annual pupil targets are met, in both the Junior Department and the Senior School. LHS offers a unique experience and you will be adept at translating what makes LHS so special to prospective parents and their children.

You will be responsible for the full admissions process, from effectively and professionally managing enquires, through to organising visits and assessments, and then creating and delivering conversion communications and events. You will also be responsible for the co-ordination of scholarships and bursaries and managing the School's visa processes for international applicants.

A photograph of a woman with long, wavy red hair, wearing a dark blue blazer over a light blue shirt, smiling and gesturing with her hand while talking to a man whose back is to the camera. They are in a room with bookshelves in the background.

The Role

JOB DESCRIPTION

Responsible to:

Directly to the Head of Marketing and Admissions.

The role also works closely with the Deputy Head, Bursar, the Head's PA, and the Heads of Years.

Job Purpose:

The Admissions Officer is a key member of the Marketing and Admissions Team and acts as the first point of contact for prospective parents, managing the admissions process from enquiry through to enrolment, in close consultation with the Head of Marketing and Admissions.

This includes management of relevant records and statistics, generating all correspondence on all enquiries, prospectus requests, registrations and applications, meeting prospective parents and their children to discuss matters pertaining to their admission, keeping appropriate records and advising the Headmaster and the Leadership Team.

DUTIES/RESPONSIBILITIES

Management of all enquiries concerning admissions:

- To answer a wide variety of questions about the School via telephone, email and in person.
- To follow up enquiries appropriately, promptly and efficiently.
- To liaise with the Head of Marketing and Admissions, Bursar, Head's PA and other members of staff (eg. Deputy Head, Head of Junior Department, Heads of Years) as appropriate, regarding prospective pupils.
- To liaise with the Head of Marketing and Admissions to produce regular communications with prospective parents.

Prospective parent visits:

- To be responsible for all prospective parent visits.
- To organise visits and liaison with relevant members of staff.
- To organise and brief pupil guides, liaising with Heads of Years.
- To follow up visits appropriately and efficiently.
- To be responsible for the delivery and development of excellent customer experience.

Management of the admissions process:

- To produce, with the Head of Marketing and Admissions, update and disseminate prospectus brochures, admissions procedures and other documents.
- To liaise with the Bursar and Finance Department regarding new starters and leavers to the School.
- To be responsible, liaising with the Head of Marketing and Admissions, and the relevant Heads of Year, on the organisation and delivery of Taster and Induction Days for prospective pupils.
- To produce and issue Welcome Packs to new pupils and parents.
- To be responsible for the accurate and timely maintenance of the SIMS admissions database for the School. To prepare and update projected pupil numbers for the Head, Deputy Head, Bursar and Governors as required.
- To maintain and promote good communications with entrants from enquiry to enrolment.
- To be responsible for information relating to the retention of pupils in liaison with the Bursar and the Head.

Open Days and events:

- To assist in delivering and managing Open Days/Mornings/Evenings and other marketing events throughout the School year, with the Head of Marketing and Admissions.
- To liaise with members of staff regarding any requirements to ensure effective delivery of any event (eg catering, caretakers).
- To ensure the whole School is prepared for tours – advising staff/ training tour guides and taking ownership of the customer experience together with the Head of Marketing and Admissions.

Entrance testing:

- To arrange entrance testing for Senior and Junior pupils.
- To liaise with the Deputy Head and Heads of Departments to arrange for the production of internal entry examination papers and the marking of completed scripts.
- To oversee the preparation of all successful/unsuccessful letters for the Head and send out offer letters/terms and conditions/parent contracts.
- To acknowledge applications and liaise with candidates and feeder schools regarding references/safeguarding information/CTF transfers.

Scholarships/Bursaries:

- To liaise with the Head/ Bursar and Head of Music regarding the awarding of scholarships and bursaries.
- To prepare and distribute scholarship literature. To acknowledge applications and liaise with candidates and feeder schools regarding references/safeguarding information/CTF transfers for pupil starters and leavers.
- To liaise with the Deputy Head and relevant Heads of Department regarding the preparation of examination papers, preparing applicant lists and informing relevant members of staff accordingly.

Exhibitions/Recruitment trips:

- To work with the Head of Marketing and Admissions to organise participation in key events.

School Matters:

- Compile and submit annual returns for ISC and SLASC census with compliant SIMS data.
- Advise Educational Welfare Officer if pupils change school half way through term and also if leaver has no school destination confirmed.
- Forecast pupil numbers using Projected Pupil Numbers report and analysis of admissions enquiries and statistics to ensure that the Marketing and Admissions Strategy is appropriate and relevant.
- Ensure the Admissions Register is updated every month on SIMS.
- Ensure safeguarding letters are sent to all new starters previous schools.

Training:

- To undertake all necessary training required for the post as agreed with the Head of Marketing and Admissions and Bursar and to pursue active professional development through attendance at AMCIS conferences/UKVI seminars.

UK Visa and Immigration Agency (UKVI):

- To be responsible for maintaining necessary links with the UKVI Sponsor Management System, via the UK Border Agency website, including up to date paperwork on all CAS entries; annual request for CAS allocation.
- To be responsible for applying for and supplying CAS to relevant new pupils.
- To be responsible for being compliant and maintaining all school records in line with current Student Visa (Child) - formerly know as Tier 4.
- To review and amend any changes to passport/visa/police registration documents/ biometric residence permits at the beginning of each term.
- To ensure four-yearly payment of Sponsor Licence and annual payment of Student Visa (Child) Licences is initiated.
- To have a SIMS report of sponsored Student Visa (Child) pupils compliant, at all times, for unannounced Border Agency inspection.

Specific responsibilities include the above, but this list is not exhaustive and includes any other relevant duties delegated by the Headmaster.

THE PERSON



It is essential you can work well under pressure, effectively managing your own workload. Experience in a public facing position is highly desirable and you must value providing exceptional customer service.

You should have strong IT skills, the ability to deal professionally and confidently with members of staff at all levels of the organisation. You should be a confident communicator, both orally and in writing.

Experience of working in a School, or other education setting, is desirable.



Working at LHS

Our small size means everyone is someone at LHS and we pride ourselves on our family feel.

We specialise in bringing out the very best in girls aged 3 to 18 and our School philosophy of Education, Confidence and Opportunity is key to all we do, from our Early Years to our outstanding Sixth Form.

All LHS staff contribute towards the goal of providing a supportive, challenging and fun environment which enables our girls to achieve their potential.

All staff have access to a wide range of benefits which include:

- 17 weeks of holiday for teaching staff
- Excellent annual leave provision for full-time support staff, plus UK bank holidays.
- Generous maternity, paternity and adoption leave
- Subsidised lunches
- Private healthcare
- Staff discount on School fees
- A structured CPD programme
- Free car parking on site
- Discounts from local businesses through our Shop Local Card.
- Pension: We have different pension schemes covering different groups of staff which provide valuable benefits on retirement, as well as a death in service benefit.

Application

Your cover letter and application should be addressed to the Head of Marketing and Admissions, Miss A Costello and should be submitted via the TES website

If you would like to arrange to tour the School before making an application or if you have any questions then please contact Ms S Davies, PA to the Headmaster, on 0116 270 5338 or sabina.davies@leicesterhigh.co.uk

Applications will be considered on arrival so early applications are encouraged. The School reserves the right to interview and appoint before the closing date.

Closing Date for Applications is
Wednesday 24 February 2021



The Application Process

OUR LOCATION



We are located on a beautiful site, near to Leicester racecourse.

The School has been based on this site for over 100 years, close to the shops and restaurants of leafy Stoneygate.

Our location is well connected with excellent road links and just 2 miles from Leicester train station.



Leicester itself is a vibrant and diverse city which is a hub for creativity, sport and the arts.

Leicester boasts award-winning venues including the Curve Theatre, De Montfort Hall, Highcross Shopping Centre and the National Space Centre, as well as a wide range of independent shops and bars, many in close vicinity to the School.



There are several excellent housing options for staff relocating, from those very close to the School in the areas of Stoneygate, Knighton and Oadby, to those further afield in green and pleasant Leicestershire.