**JOB DESCRIPTION**

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| **Job Title:** | Admissions Assistant | **Department:** | Registry |
| **Hours of Work:** | 9:00 – 17:00 Monday to Friday, 52 weeks per year  |
| **Responsible To:** | Admissions Registrar | **Responsible For:** | N/A |

**Summary of Role:**

The Admissions Assistant’s role is to play an integral part in the smooth running of the Admissions process, supporting the Admissions Team to recruit students to Woldingham in line with the school’s Pupil Growth model.

**Accountability**

Accountable to the Admissions Registrar for the successful delivery of the post’s requirements.

**Specific Responsibilities:**

The Admissions Assistant will assist the Admissions Team:

1. To ensure that a positive impression of the school is promoted at all times, delivering an efficient, professional and warm admission service to parents, pupils, feeder schools and the wider public to provide a smooth and successful admissions process.
2. To assist with regular communication with prospective parents, both verbal and written, ensuring that all experience a friendly, responsive and informed introduction to the school and admissions journey from initial enquiry through to becoming a current student.
3. To establish and maintain warm, constructive and effective working relationships with the wider community of the school’s residential, teaching and support staff communities.
4. To maintain accurate records of all contacts on the Admissions database.
5. To undertake market research and data analysis, and to produce reports as required by the Admissions Registrar to allow the efficient sharing of information between key departments in school, and to allow for accurate future planning of targeted recruitment.
6. To support the Department’s day-to-day management and administration – processing registration forms, co-ordinating visits, meeting and touring families when necessary.
7. To produce mailings for all key admissions events, and to process all admissions communications.
8. To assist the Registrar with all event planning and hosting of open events, assessments days, scholarship days and taster events.
9. To co-ordinate the preparation of packs for school fairs and open events.
10. To undertake any other tasks as reasonably requested by the Admissions Registrar.

## **General**

The post holder will be expected to carry out such other duties as reasonably requested by the Headmistress that are commensurate with its level of responsibility.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Understanding and knowledge of the education sector.
* Excellent computer stills using MS Office (Word & Excel) and database programmes.
* Ability to undertake market research and produce reports as required.
* Ability to analyse and problem solve.
* Fluent and accurate written and spoken English.
* Excellent communications skills: courteous, polite and helpful and have an understanding of customer care expectations for a demanding market.
* Highly organised with good time management skills, able to prioritise, keep calm and manage workload, often to tight deadlines.
 | * Knowledge of iSAMS.
* Experience of working in a marketing or admissions role within the independent education sector.
* Prior experience of working within a customer facing role.
* Strong educational background, ideally reaching a minimum of A-level standard.
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| **Personal Behaviours** |  |
| * Ability to work independently, problem solve and use initiative.
* Work collaboratively as part of a team and maintain harmonious relationship with work colleagues.
* A positive ‘can do’ approach with a willingness to adapt.
* A sense of humour
* A strong role model who is able to promote the School to others.
* Strong attention to detail.
 | * Flexible work hours when required e.g. represent the school at exhibitions after 5pm, open mornings on a Saturday.
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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