



## SHERBORNE

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses containing a total of about 600 boys (aged 13-18).

### **Sherborne School Recruitment and Selection Policy Statement**

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

### **JOB DESCRIPTION**

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| <b><i>Job Title:</i></b>               | <b>Admissions Administrator, part-time</b>  |
| <b><i>Location:</i></b>                | Abbots Acre, Sherborne School   |
| <b><i>Line Manager:</i></b>            | Director of Admissions  |
| <b><i>Day to day reporting to:</i></b> | Admissions Manager  |
| <b><i>Hours of Work:</i></b>           | You are required to work 27.5 hours per week term time (34 weeks), plus 2 extra weeks during the school holidays (these 10 days to be worked as agreed with the Director of Admissions). Hours of work will be Monday to Friday, 9am to 3.00pm (with 30 minutes unpaid lunch break) and in addition three Saturday mornings per term (4 hours on a Saturday). There will be a requirement for flexibility in hours to support other events such as assessment days which fall on a Sunday for which time off in lieu will be given. |
| <b><i>Holidays:</i></b>                | You will be entitled to take all School holidays except for 2 weeks when you will be required to work. Salary includes payment for 5.6 weeks holiday per year, to include Bank Holidays. Attendance may be required on Bank Holidays that fall during term time, for which time off in lieu will be given.  |
| <b><i>Salary:</i></b>                  | <b>£12,196.80 per annum</b> for working 27.5 hours per week plus 3 Saturday mornings per term. Time off in lieu will be given for any Sundays worked. Salary includes payment for 36 working weeks plus 5.6 weeks paid holiday. Salaries are paid monthly in arrears direct into nominated bank account and are normally reviewed annually in September.  |

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| <b><i>Probationary Period:</i></b>                      | In accordance with School policy, this appointment will be subject to a six-month probationary period.  |
| <b><i>Medical Fitness:</i></b>                          | The offer of appointment will be conditional upon the provision of self-declaration of your physical and mental fitness to discharge the responsibilities of the role.  |
| <b><i>DBS Disclosure (Police Check)/References:</i></b> | As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.                              |
| <b><i>Post-holder's Responsibility:</i></b>             | You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers). |

### ***Principal Role***

The principal responsibility of the Admissions Administrator is to provide administrative support to both the Director of Admissions and the Admissions Team to ensure the pupil admissions process is handled effectively and efficiently and with the highest possible level of customer care. The Admissions Team, led by the Director of Admissions, is responsible for the promotion of the school and achieving a full school roll; it oversees the entry process from the very first contact a prospective parent has with the School to the day their son starts at Sherborne.

### ***Core Responsibilities***

#### **Enquiries and Visits**

- Assist with admissions enquiries that come in via telephone and email ensuring that these are dealt with quickly and efficiently. Being the first point of contact for prospective parents or agents via telephone and email.
- Assisting with prospectus requests.
- Assisting the Admissions Assistant and Admissions Co-ordinator in arranging prospective parents' visits to the school, meeting parents and answering their queries, preparing visit sheets for internal distribution and Sherborne bags to give to parents following a visit, and in actioning any follow ups as required.

## **Database**

- Assist in maintaining accurate and up to date records on the admissions database about prospective parents, ensuring all relevant data is captured.
- Assisting in the processing and acknowledgement of prospective pupils' registration forms and fees.

## **Admissions Events**

- Assisting with the hosting of feeder school events, Tour Mornings, Sherborne at Work and assessment days and helping to provide a positive customer experience throughout these days.

## **Entrance assessments and Scholarship testing**

- Assisting with the administration and preparation for all UK entry tests and assisting with the organisation of ad hoc assessments throughout the year.
- Assisting with the preparation of offer letters for checking by the Director of Admissions.

## **Website**

- Monitoring the website to ensure that the admissions section of the website is updated regularly with relevant dates and timelines.

## **Other**

- Assessing stock levels of marketing material and re-ordering with the Head of Marketing where necessary to ensure that packs of external material for parents and feeder schools are available at all times.
- Carrying out filing and photocopying as required.
- Any other duties as reasonably required by the Director of Admissions and/or International Registrar.

## ***Skills, Experience & Personal attributes required***

### ***Essential:***

- Excellent communication and interpersonal skills, including an approachable and professional telephone manner;
- Strong administrative skills, with a keen eye for detail and methodical approach to work;
- High level of IT skills, including the proficient use of Microsoft Office and Excel;
- Energy, enthusiasm and commitment;
- Ability to work calmly, efficiently and to effectively prioritise at busy times;
- A willingness to undertake a wide range of tasks;

### ***Desirable:***

- Experience of working within a customer facing environment;
- Experience of database use.

**Training Requirement for Administrative Staff – this list is not exhaustive and the post holder may be required to undertake other training as required by the School**

| <b>Training</b>  | <b>To be completed by</b>           | <b>Frequency of training</b> |
|--|-------------------------------------|------------------------------|
| Safeguarding (Child Protection) and Prevent Training             | Before employment commences         | As required                  |
| Emergency First Aid Training (if required within the Department) | Within the first week of employment | As required                  |
| GDPR Training  | Within the first week of employment | As required                  |
| Fire Awareness   | Within the first week of employment | As required                  |
| Manual Handling  | Within the first week of employment | As required                  |
| Display Screen Equipment (DSE) User                              | Within the first week of employment | As required                  |
| Induction training with Line Manager                             | Within the first week of employment |                              |

## **TERMS AND CONDITIONS**

### ***Non-Smoking Policy:***

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external; this includes company vehicles. This policy applies to all employees, contractors and visitors.

### ***Pension:***

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two month's service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

***Sports Centre Membership:***

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees, subject to the facilities being open.

**METHOD OF APPLICATION**

Please complete a Sherborne School Support Staff Application Form and return it to the HR Department at the address below. ***Please do not send in a curriculum vitae as we are unable to use them when shortlisting.***

In the event of any queries please contact: ***Miss Emily Old – Recruitment Manager***  
***Sherborne School***  
***Abbey Road***  
***Sherborne***  
***Dorset***  
***DT9 3LF***  
***Tel: 01935 810502***  
***Email: hr@sherborne.org***

**Closing date for applications:** **9.30 am on Wednesday 27 September 2023**

**Interviews likely to take place on:** **Thursday 5 October 2023**

**PLEASE INDICATE ON YOUR APPLICATION IF THERE ARE ANY DATES THAT YOU ARE UNABLE TO ATTEND INTERVIEW.**

**Anticipated start date:** **ASAP**