



BRIGHTON COLLEGE PREP
KENSINGTON

Join our Team:
Admissions Assistant



COGNITA



About our School

Welcome to Brighton College Prep Kensington, a happy and vibrant school for boys and girls aged 2 to 13.

As a part of the award-winning Brighton College family of schools, Brighton College Prep Kensington nurtures a culture of kindness, where the personal happiness of children is our priority.

Brighton College Prep Kensington is a member of the Brighton College family of schools. This means both our children and staff benefit from the world-renowned experience and resources of Brighton College, The Sunday Times award-winning 'School of the Decade'.

Founded in 1845, Brighton College is one of the country's leading schools, regularly achieving the top academic results of any co-educational school in the UK. Beyond outstanding academic success, the school is known for its focus on kindness and community

engagement. Brighton College has won numerous international awards, and the Brighton College family of schools includes four schools in the UK, three in the UAE, one in Singapore, one in Thailand, and soon to be seven in Vietnam.

Brighton College Prep Kensington is a beautiful and friendly environment with bright and spacious classrooms. Pupils enjoy access to play areas, a state-of-the-art science lab, two art studios, a beautiful music room and our multi-purpose and bold Makerspace. We also make use of our two-acre Secret Garden, set

directly behind school. This access to outdoor space means that we are able to run a Forest School programme, emphasising outdoor learning and the importance of environmental responsibility. Come rain or shine, the outdoors is an integral part of daily life at Brighton College Prep Kensington. Children enjoy fun, hands-on, practical experiences as a part of the curriculum throughout the year.

We are located in the heart of Kensington, across four spacious Grade-II listed Victorian townhouses, which have been

designed to a bespoke educational standard. Our proximity to museums and world-class sporting facilities, mean that trips to Hyde Park, the Natural History Museum and the V&A are part of daily life.

Brighton College Prep Kensington is a happy school and staff and pupils feel fulfilled, with a forward-thinking curriculum, an innovative approach to education, and an emphasis on kindness.

We hope that you will want to come and join the fantastic group of professionals who work here.



1

UNITED KINGDOM SCHOOL OF THE DECADE

We are delighted to be part of the award-winning Brighton College family of schools, and through the sharing of knowledge and resources, both our children and our staff benefit hugely from this partnership.



2

INNOVATION

In our state-of-the-art Makerspace, pupils use green-screen technology and 3D printing to craft and construct. It is a creative space where pupils bring their ideas to life and develop skills such as communication, collaboration and advanced problem solving.



3

LONDON IS OUR CLASSROOM

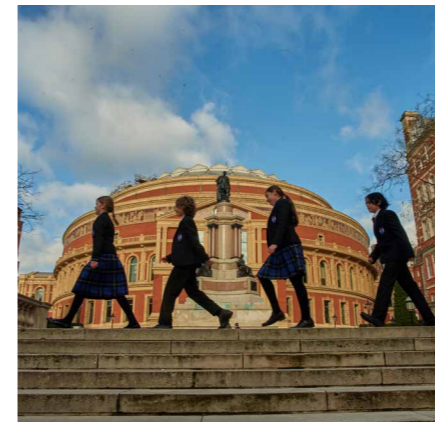
With the Natural History Museum, the V&A, the Science Museum and many more museums and galleries on our doorstep, we have access to the very best educational and cultural highlights as part of our daily school life.



4

OUR BESPOKE DOOR-TO-DOOR BUS SERVICE

In keeping with Brighton College's commitment to the environment, we encourage our families to walk, cycle or scoot to school and we run a bespoke door-to-door bus service available from Year 1, complete with chaperone, for drop-off and pick-up.



5

WORLD-CLASS SPORTS FACILITIES

Our Kensington location means that we can make the most of the amazing sporting facilities we have on our doorstep. Year 3 and above have weekly swimming lessons at Imperial College next door and we regularly visit Hyde Park for sport lessons.



10 reasons why our parents choose us

6

RANDOM ACTS OF KINDNESS

Kindness is the currency at Brighton College Prep Kensington. At the start of term, the Head hands out colourful wristbands which remind pupils to be helpful and generous-spirited each and every day.

7

STORY OF OUR LAND

As part of their curriculum, our pupils learn about Britain from the beginning of time, spanning history, geography, philosophy, politics and religion. This course allows pupils to develop a coherent narrative of how the past has shaped the country we live in today.

8

OUR SUPER CURRICULUM

The SUPER Curriculum is an academic enrichment programme for Years 7 and 8 and prepares our pupils for the next stage of their education. It incorporates practical, skills-based learning, including personal finances, online safety, study skills, public speaking and team building.

9

SOCIAL ENTREPRENEURSHIP

Pupils are encouraged to give back to the community they live in; from visiting local senior citizens, to running an eco-warriors project in our Forest School, we nurture outward-looking children. We also open eyes to the world beyond London, involving our children and teachers in global charities.

10

BEYOND BRIGHTON

With a huge range of activities from mindfulness, cookery, dance, debating, public speaking, school magazine, disco yoga and presentation skills, our pupils are offered a wide and varied programme of opportunities to build a skill set to be used long after they leave Prep School.

PERSON SPECIFICATION

Here at Brighton College Prep Kensington we have an exciting position for an Admissions Assistant, reporting into the Head of Admissions. The Admissions Assistant will be part of the team that is responsible for growing the number of students in our school.

This is a great position which is driven by the ideal candidate to deliver a distinctive, market leading and 'surprising and delightful' customer experience. This role is based at school in Kensington (London).

This role will work with the Head of Admissions to embed a sales culture and mindset throughout the school. This role will be an ambassador for the school, understanding what each parent needs, and delivering exemplary customer service.

The Admissions Assistant will be expected to support the Head of Admissions through the management of enquiries and applications both in person and by email, and by ensuring the data systems are well managed and accurate.

The role will require a focus on both enrolments and retention of existing students.

For the right candidate, there could be the opportunity to work in one of our international schools in due course.



ADMISSIONS ASSISTANT

About the role

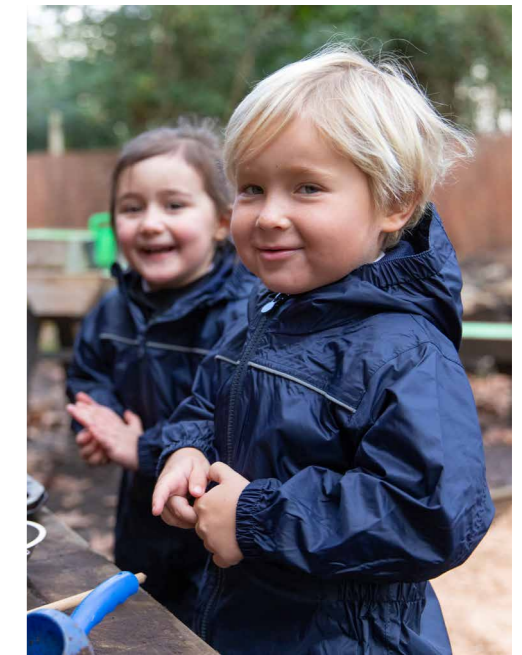
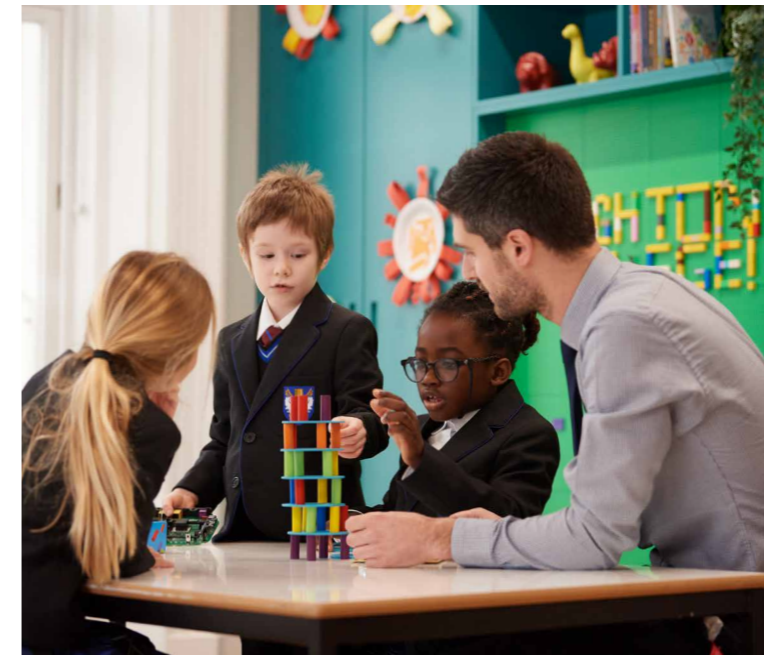
Brighton College Prep Kensington is seeking to appoint an Admissions Assistant, to start immediately.

Key Responsibilities

- Work under the direction of the Head of Admissions across all aspects of the school's admissions process and pipeline management with a view to optimising conversion at every stage of the pipeline and ensuring retention levels are as high as possible.
- Ensure a retention approach exists for all 'transition points' within the school.
- Support with regular reporting & forecasting of data with accompanying insights and actions.
- Follow up on all digital admissions to ensure an exceptional service for prospective parents.
- Support on conversion events including personal tours, open mornings.
- Ensure our global minimum standards for admissions are met (or exceeded).
- Act as a key brand ambassador for the school, understanding the local market, the school's value proposition, appreciating the needs of parents and pupils.
- Work to the stretching annual enrolment targets that are set by the Head of Admissions and the Head of the school.
- Regularly review feedback generated through various mediums (mystery shop, online chat, WhatsApp, Voice of the Parent admissions surveys, et al); and take action to improve the admissions service based on customer insight.
- Ensure a fast and quality response to individual parent feedback is given and in line with our published minimum standards.
- Support the Head of Admissions in building relationships with feeder schools, estate agents, relocation agents, key partners, affiliates and influencers in the local community to support enrolments.
- Support the Head of Admissions with the monthly forecasting of admissions figures and compilation of ad-hoc reports to the school Senior Leadership Team as required.
- The ideal candidate will have great interpersonal skills, enjoys interacting with others and able to operate with autonomy and authority. You will have ability to manage multiple stakeholders and work well within a team.

Key Experience

- Excellent organisational and administrative skills
- Ability to remain calm under pressure and work to tight deadlines, systematic approach to tasks, with attention to detail.
- Confident and adept in use of Microsoft applications e.g. Word, Excel and various database systems
- Good levels of accuracy & attention to detail with own and other tasks
- Excellent interpersonal and communication skills including the ability to deal with people on all levels with sensitivity, tact and diplomacy.
- Prior experience of managing direct customer contact ideally in sales and customer service
- Previous experience of working in a complex, busy, service-driven environment
- Experience in use of customer database, customer relationship management tools and digital/online platforms
- An understanding of the highly competitive school's marketplace would be an advantage.
- Knowledge of 11+ and 13+ entry requirements for schools.



The application process

The start date for this role is as soon as possible and applications will be considered on a rolling basis, therefore early application is encouraged, however a start date of September 2023 will be considered for the right candidate.

Candidates should submit their application online. Application forms can be downloaded at brightoncollegeprepkensington.co.uk/careers and sent to recruitment@brightoncollegeprepkensington.co.uk

Any enquiries about the application procedure should be emailed to recruitment@brightoncollegeprepkensington.co.uk.

Remuneration

Brighton College Prep Kensington has its own pay scale, above the maintained sector. There is also an excellent and flexible benefits package, the contents of which can be controlled by individuals themselves. Generous fee remission is also available for dependent children, subject to a place being available.

Safeguarding and equal opportunities

Brighton College Prep Kensington is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment

medical questionnaire, relevant original ID documentation and examination certificates.

The school is an equal opportunities employer and is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.