



Job Description		
Job Title	Admissions Officer (Cross College)	
Responsible to	Admissions Manager	
Department	Admissions	
Purpose of job and primary objectives	<p>You will be joining an already successful and motivated team who manage the admissions process across all schools at Clifton College.</p> <p>As first point of contact you will be responsible for recording and handling all aspects of the school's enquiries and applications for prospective pupils into Clifton College for ages 2-18 upto enrollment. This is an important role and high degrees of accuracy at all stages of the process are fundamental.</p> <p>The successful candidate must have strong interpersonal skills, be discreet, articulate, numerate and show attention to detail. The ability to remain focussed in a busy office is of prime importance, together with being flexible in changing situations.</p>	
Duties	<ul style="list-style-type: none"> To be a first point of contact for all telephone, internet and email enquiries and to work with families efficiently through from initial enquiry, Open Days, Personal Visits and onto joining Clifton College. 	

	<ul style="list-style-type: none"> ● On a daily basis monitoring the cross school admissions inboxes and respond to enquiries in a proactive manner within the teams agreed response timescales. Answering the telephone enquiries professionally and ensuring that appropriate follow up information is supplied in a timely manner. ● Updating the SIMs database from registration through to acceptance ensuring that accuracy and consistency of process is followed at all times. Attend regular training as required and adopt a best practice approach with the team in developing new processes and practices to ensure compliance with changing legislation and/or school policy. ● Request regular SIMS reports from the Data Team, and work with them to ensure that monthly update reports are received and used to inform admissions KPI's. ● Understand the opportunities as well as the complexities of an electronic joiner's document for new pupils, highlighting possible issues with Data Team and/or line manager as required. ● Ensuring that pupils files are kept up to date and cross referenced with database systems for accuracy. ● To work internally with Senior Staff, Sixth Formers and Heads to arrange Personal Visits for visiting families, ensuring that detailed briefing packs are provided in advance of the scheduled visits, and to conduct Tours as needed. ● Working with the Nursery team, run and oversee the Nursery management system, keeping it up to date to enable availability of spaces for prospective families to be seen. Also to manage session changes for new and current Nursery pupils. ● Meet and greet visiting prospective families to the College and follow all Safeguarding procedures. 	
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	<ul style="list-style-type: none"> • Assist with the administration of (and attendance at) Open Days (9 per year cross College) • Work closely with the Marketing department in regards Scholarships and Open Mornings. Reviewing the outcomes from the events and providing monitoring data as requested by the Director of Admissions. • Attend cross College meetings for Admissions, taking action point minutes and feeding back to the team as required. • Managing the KCSIE and Safeguarding admin requirements for new College joiners and its leavers and completing the relevant Bristol Council forms. <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain and up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety 	
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	<p>policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</p> <p>Professional Development</p> <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
Supervisory and managerial responsibilities	N/A	
Special working conditions	<p>This role would be ideally suited to someone who enjoys building strong relationships, is highly organised and thrives on a varied workload.</p> <ul style="list-style-type: none"> • Hours of work: 37.5 hours per week. As we develop our parent centred admissions team we are reviewing our office hours according to operational need, therefore please assume a working day is between 08:00 to 18:00 working 37.5 hours per week within these times, as agreed in advance with your line manager. In addition to working 37.5 hours per week Monday to Friday, you will also be required to support 9 Open Days across the academic year, dates will be advertised in advance on our school website. 	

Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Knowledge required	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A natural communicator with good interpersonal skills • A proven track record of workload planning, strong administration and personal time management skills. 	

	<ul style="list-style-type: none"> • Tech savvy with excellent computer literacy skills and ability to quickly learn new software systems and applications. Previous experience of Google applications is preferred. • Previous experience of using a CRM system, both for data entry and production of MI reports. • Adaptable and resilient able to work well on your own, whilst being a strong team player with the ability to rise to the challenge of a complex environment. • Warm and professional manner, able to build positive relationships with internal and external customers. • An appetite to join a busy school community and embrace the opportunities within that, which sometimes requires working outside of office hours. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of the three schools at Clifton College • Familiarity with SIMS.NET and Google suite • Previous experience of working in an environment that has regular outside audits and changing legislation in order to maintain compliance. 	
Special working conditions		

This job description is a brief and concise description of the above job.

Date: 10 July 2019

Prepared by: James Breeze (Head of Marketing and Pre-Prep & Prep Admissions)

Approved by:

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date