



HEATHSIDE SCHOOL
HAMPSTEAD

ADMISSIONS SUPPORT OFFICER

Job Description

SUMMARY OF THE ROLE

Job Title	Admissions Support Officer	Date	December 2020
Location	Administration Office	Department	Admissions
Reports To	Head of Admissions		
Direct Reports	N/A		
Working Arrangements	Part Time		

ROLE SUMMARY

Reporting to the Head of Admissions the key focus of this role is to provide an effective and efficient admissions service at Heathside to facilitate the attraction, engagement and retention of students to meet business targets. The Admissions Support Officer will also be accountable for maintaining the integrity of the school's MIS to ensure all records are up to date and fully compliant with all legislative requirements.

KEY WORK of the ROLE



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The Admissions Support Officer provides key support to the Head of Admissions and assists with the engagement and onboarding of new students, ensuring a warm, welcoming and seamless introduction to Heathside for all new families.

The duties and responsibilities of the Admissions Support Officer include, but are not limited to:-

- Assist the Head of Sales and Admissions to maintain the admissions database ensuring accurate and timely data is captured for every stage of the admissions process.
- Collect all new starter paperwork, for students, and ensure that information is stored on the school's MIS.
- Ensure that all overseas students have visas that meet UKVI entry requirements.
- Ensure that the school's MIS is compliant with GDPR and ISI guidelines.
- Conduct audits on a regular basis to ensure that all files are complete and details are up to date.
- Act as a back up for all admissions enquiries, providing a warm, welcoming and efficient point of contact between parents and the school.
- Assist with distributing communications to prospective, new and existing parents as required. Ensuring that contact details for parents are kept up to date.
- Assist with admissions and sales events including school visits and open days.
- Work in collaboration with the Finance team to ensure that registration fees and deposits are banked in a timely manner.

LEGISLATIVE REQUIREMENTS

Enhanced DBS clearance

QUALIFICATIONS, EXPERIENCE & SKILLS/KNOWLEDGE

Qualifications

- A tertiary qualification in business, administration, or another related discipline is desirable or evidence of a relevant professional accreditation.
- A minimum of four GCSE A*-C (including English and Maths)



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Experience	<ul style="list-style-type: none">• Extensive experience in admissions management within the independent school's sector.• Demonstrated experience using and maintaining an online management information system or database e.g. iSAMS.• Extensive experience using productivity software and applications suites, such as Microsoft or Google, for document creation, word processing and reporting.• Experience building and maintaining strong relationships with various stakeholders.
Skills, Knowledge & Behaviours	<ul style="list-style-type: none">• Technical Knowledge - Up to date knowledge and understanding of current national education agenda and safeguarding child protection procedures.• Delivery Mindset – vision, energy, a strong work ethic and the desire to maintain a high standard of service delivery.• Organisational Skills – ability to work under pressure, and to organise and prioritise workload using one's own initiative.• Communication & Interpersonal Skills – ability to communicate effectively with a wide range of audiences and to build strong working relationships with customers and stakeholders.• Continuous Improvement– a desire to continually improve the way things are done and a willingness to go above and beyond.• Teamwork – a strong commitment to the achievement of the team's goals.