



HEAD OF ADMISSIONS/REGISTRAR DEAN CLOSE ST JOHN'S SCHOOL FULL-TIME

Dean Close St John's is a thriving independent, co-educational day and boarding school situated in beautiful surroundings overlooking the castle in Chepstow. The School has a Pre-Prep and a Preparatory School, with children ranging from 4 to 13 years. The Foundation has three nurseries in the vicinity including one on the school site. The two other nurseries are based in St Arvans and Newport.

St John's promotes family values in a relaxed atmosphere where parents are positively encouraged to get involved in the community. Facilities include a sports hall, an astro-turf, indoor pool and two off-site cricket pitches. It is well known for its music and performing arts, and has a strong tradition of academic and sporting success.

In July 2015 the School was acquired by The Dean Close Foundation which has given St John's a secure financial future. Since the takeover many investments and improvements to the buildings have been carried out with more developments in the pipeline. This is a very exciting time for St John's and it is felt that this brand new post will offer lots of challenges and enjoyment.

THE POST

This is a new, full-time position for an experienced, highly motivated professional to manage the day-to-day admissions activity of St John's Pre-prep and Preparatory School. This role will liaise closely with the Nursery Managers to optimise transition to the Pre Prep. The candidate will report in to the Headmistress, day to day, and also the Head of Admissions (based in Dean Close Senior School).

THE PERSON

Key skills and characteristics required:

- Discretion due to confidential information regarding prospective children and their families
- Excellent inter-personal skills
- Solid IT skills, including Excel, Word, PowerPoint and database knowledge
- A self-starter with lots of initiative
- Proven events organisation
- An outstanding communicator able to work at all levels
- A team player who is prepared to show willingness to assist the team and who will work closely with the Marketing Department
- Ability to deal with change
- Tenacity, resilience and a strong mental attitude
- Patience when testing very young children

DETAILED JOB DESCRIPTION

Answer website and telephone enquiries

- Send prospectuses
- Organise visits
- Database entry
- Tier 4

Arrange visits

- Send visit letter with itinerary
- Notify staff of the visit
- Welcome families and conduct tours
- Prepare visit pack with relevant literature
- Follow up by letter and call, and invite to relevant events

Arrange Taster days for children

- Write to parents with full details
- Arrange shadows to look after child
- Notify relevant staff
- Welcome child and settle in to boarding or day house.
- Check on child throughout the day
- Brief parents at the end of the day and send photographs
- Send child a postcard
- Update database
- Follow up by letter and call

Supervise Entry tests of pupils to the Preparatory School

Facilitate entry of all new Pupils

- Supply joining literature and support families until the day they start.
- Organise and run 'move up' day
- Prepare and present presentation to staff of all new pupils giving detail of both academic and pastoral needs.
- Organise new parents meeting at the beginning of term.

Work with Overseas Agents

- Organise registration and testing
- Conduct Skype interviews
- Submit CAS to border agency

Proactive recruitment:

Organise and run admissions events

Make contact and build enduring relationships with appropriate introducers in the area.

Attend Boarding School Fairs

Visit local schools and nurseries

- Invite local schools to key events at St John's
- Keep in contact with the Head Teachers of feeder schools and nurseries
- Send information to local Heads about the success of their pupils
- Keep Heads updated on scholarship results

Facilitate Scholarships (Internal and external)

Provide regular data feedback

- Forecast pupil numbers
- Monthly reporting to Bursar
- Provide F&GP with 5 yearly projections
- Regularly review pupil numbers
- Regular data analysis and feedback regarding trends to Marketing and Head Teachers

Terms and Conditions

The starting salary will be £25K per annum to £28K per annum (52 week equivalent) depending on relevant skills and experience. Salary progression will be subject to annual performance review, qualifications and relevant experience.

The basic hours of work are 37½ hour per week, (Monday – Friday), however this role will require the flexibility to work to deadlines and also to attend occasional events during evenings and weekends with time off in lieu to compensate. The contract is 52 weeks per year with 5 weeks holiday plus bank holidays. (Bank holidays during school term time are normal working days for which time off in lieu will be given).

The post holder will be eligible to join the School's Administrative Pension Scheme. Lunch is available on the School premises during School term time and there is ample parking on the School premises and near-by.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.