



# Admissions Manager

# About Eaton Square Senior School

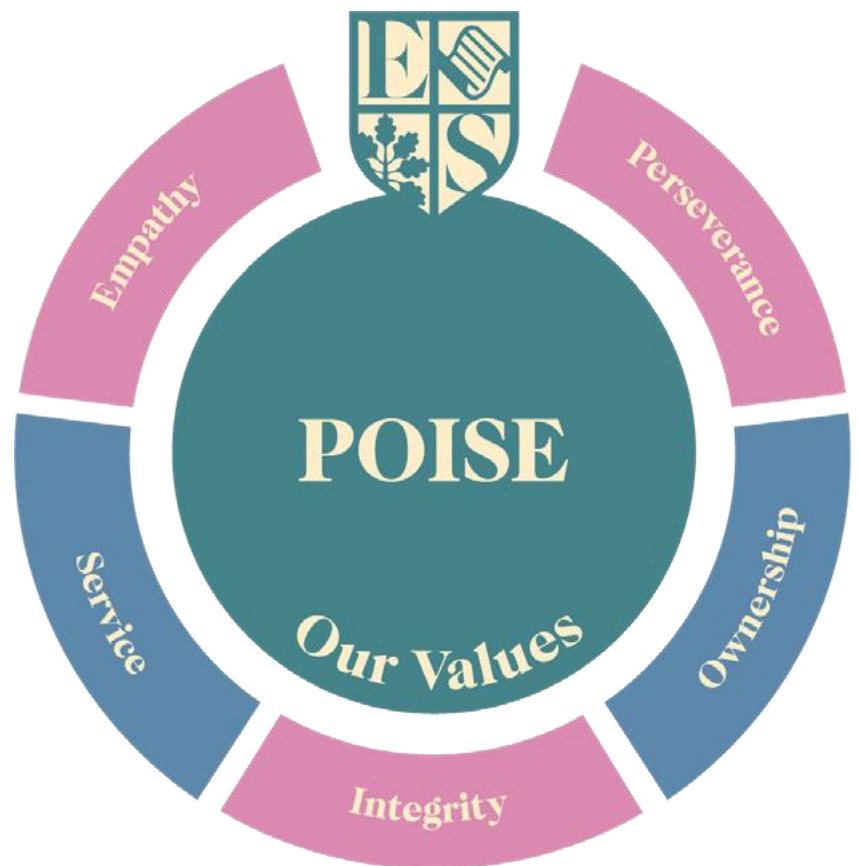
Eaton Square Senior School opened in September 2017 to provide an academically nonselective, co-educational day school option for London parents. We pride ourselves on providing a rounded education that champions academic achievement alongside nurturing individual talents, leadership skills and personal values. Located in a beautiful Grade I listed building on Piccadilly, overlooking Green Park, our students enjoy all that a central London education offers whilst making the most of the Royal Parks on our doorstep. Following two sets of strong GCSE results, we are proud to have opened our new Sixth Form this September.

## Our Vision

Eaton Square students will be fully prepared to take their own place in an ever-changing world.

## Our Mission

To provide an exceptional all-round education.



## Our Aims

Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self-confidence, respect for others, and a strong sense of community.

Inspire intellectual curiosity and an instinctive love of learning which lead naturally to academic aspiration and examination success.

Create opportunities to encourage a culture that identifies and supports each student in developing at least one area of greatness.

Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing students to develop the skills they need to overcome adversity and setbacks.

## Dukes Education

Eaton Square Schools are members of Dukes Education.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Our philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything we do.

We believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about our family, visit [dukeseducation.com](http://dukeseducation.com).



## Message from the Head (Elect)

We are seeking an outstanding individual to lead our admissions department and who can contribute significantly to our dynamic community. We are looking for an individual who can think strategically about admissions and marketing, who can provide excellent customer service to all stakeholders, and who might also be passionate about education and making a difference to young people.

Eaton Square Senior School is a place of wonder and inspiration where the students are at the heart of everything we do. As Head, I am unapologetically idealistic about the power of education to transform young people, and ESS is the perfect environment for this to happen. Our philosophy, vision and values enables and empowers our young people and equips them with the knowledge and skills necessary to thrive in the next chapter of their lives. The Admissions Manager plays a vital role in ensuring that we attract excellent candidates to the school and that we maintain our excellent reputation.



I very much look forward to receiving your application and to potentially meeting you.

## Job Purpose

The Admissions Manager will provide a friendly, warm, highly professional and efficient admissions provision for Eaton Square Senior School. The role will involve providing an excellent customer experience to all prospective parents, students and agents including managing initial enquiries, hosting private tours for prospective families, facilitating student assessments and admitting students to the School.

Accountable to: The Head

## Accountabilities

### Customer Experience

- Provide an approachable, welcoming, informative and seamless customer service to all prospective students, their parents and education agents, providing key information about the strengths of the school and answering questions from prospective parents
- As the first point of contact for all enquiries, you will promptly answer the telephone or digital leads and ensure that they are all logged onto the school's admissions system
- Organise and host private tours and open events for prospective students and their parents and encourage enquirers to register for a place at the school
- Assist the Head and Marketing Manager in engaging feeder schools (for 11+, 13+ and 16+ entry) so that they are informed about the quality of our educational offering
- Liaise with the Head of Marketing to compile statistical information for marketing purposes.; ensure appropriate advertising of school events; speak at open events about the admissions process; attend school fairs to act as an ambassador for ESS
- Communicate regularly with parents throughout the admissions process



## Administration

- Report student numbers and a pipeline overview to the Head and Bursar on a weekly basis
- Make appointments for school tours for prospective students, parents and agents
- Prepare all admissions materials for Open Mornings and other school and college events
- Represent the Senior School at Open Morning events, greeting parents, and ensuring the smooth running of events on the day
- Maintain regular Statutory reports such as the Admissions Register and Leavers and Joiners reports
- Ensure all prospective student documentation is acquired prior to enrolment (School reports, passports, visas etc.) and ensure all relevant records are maintained on the school's database
- Process all applications in accordance with required procedures including ensuring registration fees are received and assisting in making arrangements for assessment days
- Draw up timetables for assessments, make offers and maintain records of responses, ensuring all applicants are notified promptly of the outcome of their assessment
- Make follow-up telephone calls to all prospects following Open Mornings and events to determine how we can help applicants with the next stage in their application
- Liaise with Dukes Head Office to ensure that UKVI processes are followed, completed and compliant
- To make a success of this role, you will have extensive experience within a customer-service focused environment, and preferably have administrative experience within the education sector
- General administration support and ad hoc duties as may be reasonably required.

## Student records and support

- Maintain prospective student records on Salesforce/the school's database (ISAMS), adding new enquiries, managing student data through to enrolled status and reporting on student numbers and the admissions pipeline
- Keeping all students files and records up to date in accordance with School Policy and GDPR regulations
- Requesting the emergency contact information, medical and allergen lists from new students
- Promote safeguarding the welfare of young adults and comply with the School's safeguarding policy





## Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Key Skills

- Excellent customer service skills
- Excellent organizational skills
- Flexible attitude, patience, sense of humour
- Excellent written and verbal communication skills
- Knowledge of working with school databases such as ISAMS
- Word, Excel
- Able to work as part of a team
- Able to work on own initiative

## Application Information

Candidates wishing to make an application must complete the TES online application form. CV's will not be accepted.

If you have any questions regarding the role, please email the Head's PA, on [pahead@eatonsquareschools.com](mailto:pahead@eatonsquareschools.com) or 020 7491 7417 to request a telephone call with the Head.

The deadline for applications is 9am Monday 28<sup>th</sup> November 2022.

First round interviews will be held on Wednesday 30<sup>th</sup> November 2022.

A salary in the vicinity of £35,000, commensurate with experience and qualifications, will be offered to the successful candidate in addition to an attractive benefits package.

Great  
minds  
set free.

 Eaton Square  
Schools

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