

COLSTON'S

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

Admissions Coordinator

Job Description

The Admissions Coordinator reports to the Admissions Manager and will be responsible for coordinating key admissions activities and providing a first class service to prospective parents and pupils.

Summary of the role:	<ol style="list-style-type: none">1) Managing admissions enquiries2) Administration and communications3) Marketing and events
Main duties and responsibilities:	<ol style="list-style-type: none">1) Managing admissions enquiries<ul style="list-style-type: none">• Under the direction of the Admissions Manager, assist in responding to admissions enquiries.• To coordinate taster days, parental tours and other admissions-related visits.• To manage admissions testing for in year admissions.2) Administration and communications<ul style="list-style-type: none">• To manage the administration of the school roll for both joiners and leavers.• To accurately maintain the admissions systems and databases to support the creation of timely admissions reports.• To manage admissions-related correspondence, including registration and admissions-related forms, follow up correspondence, reference requests, parental contracts and offer letters.• To support the process of managing bursary and scholarship applications.3) Marketing and events<ul style="list-style-type: none">• To support marketing activities and events, as required, including assisting with the administration of scholarship assessments, entrance exams and open days.

Compliance

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

Colston's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.