

LORD WANDSWORTH COLLEGE

ADMISSIONS CO-ORDINATOR

JOB DESCRIPTION

April 2021

The College

Lord Wandsworth College is an ambitious and forward-thinking independent, HMC co-educational boarding and day school of around 650 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care and superb all-round education. This is embodied in our exceptionally wide and **high-quality co-curricular programme** alongside a passion and drive to be sector leading in **Pupil Voice** and **Character Education**. LWC is a popular school, growing significantly - despite the sector challenges – in the past decade. We aim to develop a 'can do, will do' mindset and to nurture and inspire our learners. We believe in them and go the extra mile for them.

LWC is situated in an estate of 1200 acres in a rural area of Hampshire and within the village of Long Sutton, yet only 15 minutes from Hook/Winchfield stations which are less than an hour from central London. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation still continues to support about fifty children. These Foundationers add a stimulating dimension to the school's make-up and the Foundation is central to the ethos of LWC.

Daily life

LWC is a co-educational boarding and day school, with six full days teaching and activities a week. The College is divided into one junior and seven senior houses. The majority of the pupils return home on a Saturday after games and return on a Sunday evening or Monday morning. Many of the academic staff are housed on the campus as are a number of support staff. Staff are expected to play a wide part in the life of the school beyond the classroom. Resident house staff live in or near to their boarding house and they share residential duties during the week and weekends with resident tutors. Most other staff are attached to a boarding house, have a tutor group within it and do an evening's duty in house once a week. Sunday trips for full boarders are undertaken by staff on a rota throughout the year.

The College had an ISI Inspection in 2020 and the report may be read at [ISI Inspection Report 2020](#)

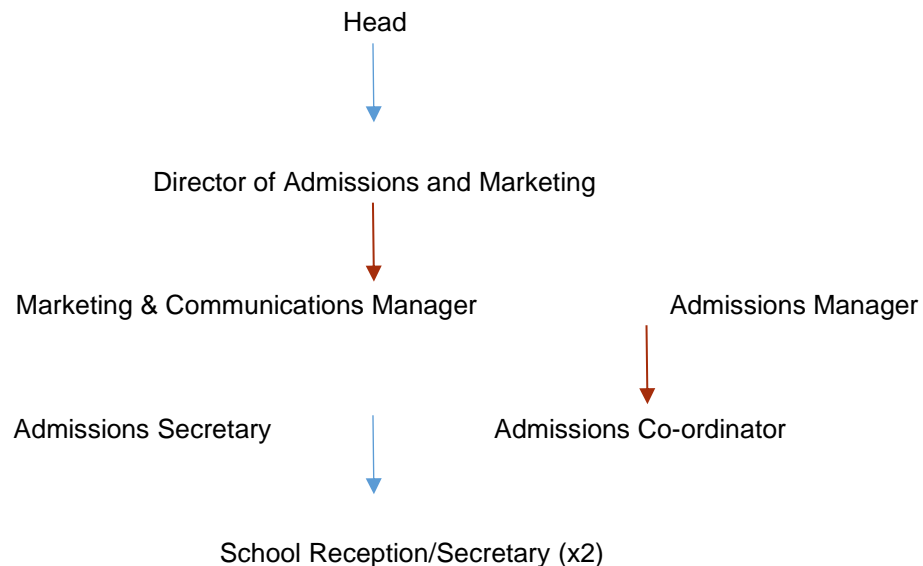
Our five core values are integral to LWC's ethos and aspirations for the years ahead and are at the heart of what we do:

- +1 (what one more thing can you do to make a difference to others)
- +2 (we aim to treat every pupil two years ahead of where they should be, academically)
- +3 (we are passionate about welfare, wellbeing and good mental health for all)
- 4 Pupil Voice (we aim to be the leading school in the UK within 5 years)
- **5 Character Education** (we aim to be a leading voice in the UK within 5 years)

The future

LWC is in the middle of an exciting development programme, involving the investment of well over £20 million in outstanding facilities through a transformational campus masterplan. A major new Science building will open in 2021. The whole school is equipped to enable children to bring their own devices and our virtual learning environment is growing in use. Most important, though, is the quality of our staff. We hope everyone finds us warm, welcoming, open and really focused on working hard to do the very best we can for all the pupils in our care.

THE DEPARTMENT: The Admissions & Marketing Department comprises of the Director of Marketing & Admissions, the Marketing & Communications Manager, the Admissions Manager, Admissions Secretary and the new post of Admissions Co-ordinator and two reception/secretaries. The Department is often the first point of contact for new parents and pupils and therefore a professional, warm and friendly approach is essential.



DIRECT LINE OF REPORT: Admissions Manager; Director of Marketing; Headmaster.

ROLE AND PURPOSE: The Admissions Co-ordinator is responsible to the Admissions Manager and will assist in the delivery of the smooth running of the entire admissions process for the College from initial enquiries, through to registration and enrolment. It is essential to be able to assist and build close working relations with key stakeholders (colleagues and parents) to ensure that the College remains as full as possible at all times in line with the marketing strategy. In addition, they are required to assist with the provision of reports in relation to pupil numbers to the Director of Marketing and Admissions. This is an ideal position for a candidate with previous school admissions experience ideally but equally someone with the background knowledge of working in an education setting who wishes to be involved in the 'life' of a school community. The role requires excellent organisational skills and the ability to work as part of a team, as well as independently. The post-holder will also need to be able to work on time bound tasks to support the Admissions and Marketing objectives.

MAIN RESPONSIBILITIES: To include but not be limited to:

- Dealing with phone, website, online chat and email admissions enquiries, to deliver outstanding customer service to ensure the timely conversion of enquiries
- Maintaining the admissions database/CRM ensuring that it is fully completed and always up to date
- Sending out literature
- Processing pupil applications
- Supporting the Admissions Secretary with arranging individual visits and tours and following up after visits
- Maintaining the UKVI Tier 4 information for prospective and current pupils
- Assisting with Taster day arrangements, emails and letters etc.
- Follow-up communications regarding exams and assessments
- Managing database of visas/passports details as required by UKVI – current and prospective pupils
- Assisting with scholarship application processing and communications
- Updating and coordinating joiner's information and disseminating information to staff as required
- Arranging and attending new pupil induction days
- Any other tasks required by the Admissions Manager

- Carrying out any such duties as may be reasonably requested by the Director of Admissions and Marketing

KEY WORKING RELATIONSHIPS:

Liaise with and advise a wide range of internal and external stakeholders:

Internal: Director of Marketing; Admissions Manager, all members of the Senior Leadership Team and key administration staff, teachers, pupils.

External: Parents/carers, Awarding Bodies, Visitors, professional service suppliers and providers.



PERSON SPECIFICATION & QUALIFICATIONS

	Essential	Desirable
Qualifications & Training		
Honours Degree (any subject)		✓
Level 2 in English and Maths or GCSE Grade A*-C minimum	✓	
2 A level passes, National Diplomas.		✓
High standard of literacy (the ability copy write and draft letters - numeracy, spelling, grammar and punctuation.	✓	
Experience		
Database entry and use of Management Information Systems (MIS) such as iSAMS	✓	
An excellent telephone manner, confidence in dealing with enquiries.	✓	
Competent user of Microsoft packages	✓	
Experience of analysing data and presenting reports	✓	
Knowledge		
Educational background, ideally school admissions.		✓
Marketing		✓
Customer service		✓
Secretarial, PA or Administration skills and knowledge.	✓	
Skills and Personal Attributes		
Pleasant, friendly, outgoing personality with exceptional interpersonal skills	✓	
Patient and unflappable, retaining a good sense of humour.	✓	
Willing to be adaptable and flexible, with 'can' do attitude.	✓	
Ability to prioritise, manage and complete a variety of admin time bound tasks.	✓	
Excellent administrative organisational skills	✓	
Attention to detail, conscientious approach and commitment to excellence.	✓	
To be able to communicate effectively, conducive high performance 'team' environment.	✓	
Confidentiality and discretion when dealing with prospective parent and pupil information.	✓	
Confident user of management information systems/database (iSAMS)		

A commitment to a safe and caring environment for children	✓	
Ability to cope with business change and in a progressive environment.	✓	
Ability to liaise with a wide diversity of individuals with all staff and with parent and pupils.	✓	
Integrity and enthusiasm in day to day tasks	✓	
Ability to deliver time bound tasks	✓	
Possess personal warmth and be able to gain collegiate working relationships with all stakeholders.	✓	
Commitment to the visions and values of LWC ethos	✓	
Demonstrable commitment to treating others fairly, equitably and with dignity and respect.	✓	
Commitment to the College's safeguarding policies and procedures	✓	
Demonstrate an understanding of Safeguarding responsibilities	✓	
Demonstrate an understanding good practise procedure in H&S at work responsibilities in our duty of care of pupils and colleagues	✓	
Willingness to commitment to the College's Staff Handbook and Policies	✓	

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing college environment.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headmaster to reflect or anticipate changes in the job suitable to the nature of the post and job title.

