



Candidate Brief

stephen perse
foundation

Admissions Officer

Employment status

Full time, permanent

Required from

December 2019

Job location

Senior School, Cambridge

Application closing date

25 October 2019



We are the Stephen Perse Foundation. Extraordinary things happen here every day.

So you think you may be interested in joining the Stephen Perse Foundation (SPF) community of schools?

Located in Cambridge, Madingley and Saffron Walden, our schools strive to offer an education which is more than just the delivery of the curriculum and qualifications; learning in a Stephen Perse school is about learning for and about life in readiness for the world beyond.

As Principal of the Foundation, I look to recruit colleagues who are passionate about learning; share in our commitment to educating ethical young people; and understand the critical importance of supporting the emotional and mental wellbeing of all our learners. If you would like a flavour of what this means in practice, please read [my most recent blog](#).

Ms T Kelleher
Principal



Work in the heart of Cambridge

Welcome to our vibrant Foundation of schools across Cambridge, Maddingley and Saffron Walden, where we achieve outstanding results because we value individuality.

Cambridge is one of the most famous cities in the world for education and forward thinking. It is a city of ideas – and is home to some of the greatest thinkers in the world – past and present. We believe that learning is everywhere and our surrounding area provides a wealth of inspiration and opportunities to learn.

At the Senior School you will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanic Garden.



Your role

At the Stephen Perse Foundation everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning experience, our staff members strive to create an inspiring and engaging learning environment to work in harmony with our pedagogical approach.

As part of the Professional Support Services team at the Foundation, you are an intergral part of providing the best experience possible for our students.

We will want you to have an agile and ambitious mind-set that is open to adopting new techniques. Training and support is offered on a regular basis as part of formal and informal CPD.

Job purpose

You will be working as part of the Admissions team, responsible for providing a friendly and efficient admissions service to all prospective pupils, parents and agents to The Foundation via email, telephone and face to face communication. This contact will be maintained throughout the admissions journey from enquiry through to admission, as well as maintaining the database and the day to day procedures.

We are looking for someone who is eager to learn, an excellent team player with a friendly, calm approach along with excellent customer service and organisational skills.

You will assist the Admissions Registrar in managing the admissions into all 3-11 schools as well as the Senior School and Sixth Form Colleges and International Recruitment. This is achieved by encouraging prospective parents to visit the Schools and ensure the smooth running of the admissions process, from first contact, entrance testing, interviews and to final decisions on admission.



Specific responsibilities

Responsible to: Admissions Registrar

Location: Senior School, Cambridge (Foundation-wide)

Key Responsibilities to include

- Respond to admissions enquiries from parents, agents and other stakeholders promptly by email, telephone, letter and face to face. Compose replies to enquiries as appropriate
- Provide information and arrange tours for visitors to the 3-11 and Senior Schools and Sixth Form
- Assist with Sixth form and international recruitment as required
- Assist in the organisation of Open Days
- Ensure accurate data input and maintenance of prospective students information on the database for all schools in The Foundation
- Ensure prospective pupil electronic and paper records are kept up to date at all times (we are striving for a paperless admissions office)
- Record prospective student status
- Ensure that all paperwork for scholarship and bursary applications is accurately recorded and distributed in a timely manner
- Attend Open Days and Entrance tests as follows (this list is not necessarily exhaustive):
 - Senior School Open Day
 - Years 7-10 testing
 - Sixth form open events
 - Sixth form testing days
- Help organise and ensure the smooth running of Year 7 and Year 9 Entrance tests
- Arrange individual testing for students for entry throughout the year and block testing for Years 8-10 in the Spring Term
- Assist in producing paperwork required for Year 7 and Year 9 and Sixth form testing days
- Assist in producing results for Admissions Registrar after testing days
- Work alongside and meet with the Admissions Registrar to plan and review activities

General Responsibilities

- Build and maintain good working relationships with all Foundation colleagues
- Assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibility for own Health and Safety.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.



“The future of education relies on our refusal to stand still. We must evolve to keep pace with society’s changing needs.” **Tricia Kelleher,**
Principal

Person specification

	Essential	Desirable	Method
Qualifications	Good general level of education including numeracy and literacy - GCSE or equivalent, grade C or above in Maths and English.	Degree educated or equivalent	Application Form Applicant's certificates at interview
Knowledge & Experience	<p>Experience in a professional administrative role</p> <p>Excellent communication skills, both oral and written</p> <p>Experience of working with children and young people</p> <p>Excellent ICT skills - experience using Google Docs, Gmail, Outlook, Word, Excel and databases</p>	<p>Experience within an admissions / registry environment</p> <p>Knowledge/experience of working in an educational establishment, ideally independent schools, would be an advantage</p> <p>Knowledge of SIMS</p> <p>Ability to speak a second language</p> <p>Knowledge of International Recruitment</p>	Application Form
Skills & Aptitudes	<p>Excellent forward planning, personal organisation and time management skills at all levels</p> <p>Professional appearance and manner</p> <p>Good customer service skills</p> <p>Proven ability to take initiative and responsibility for own output</p> <p>Good team member</p> <p>Ability to keep calm under pressure and to prioritise workload</p>		Interview
Personal Attributes	<p>Positive outlook and a can do approach</p> <p>Professionalism and integrity</p> <p>Assertive</p> <p>Dedication and enthusiasm</p> <p>Energy and resilience</p> <p>Approachability</p>		Interview

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Foundation's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the [government website](#).

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of Work

Hours of work will be 0800 – 1600, Monday to Friday (37.5 hours per week); 52 weeks a year

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is on **Friday 25 October 2019**.

Interviews will take place on **31 October 2019**.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

Benefits

With excellent benefits and a stimulating environment in the heart of the city, the Stephen Perse Foundation is a great place to work.

- Contributory pension scheme – matching up to 6%
- 30 days holiday plus 8 bank holidays (pro rata for part time and term time) to be taken during the school holidays only
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time and term time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time and term time) should staff have a child at any school within the Foundation
- Leadership and management development programme
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Season ticket loan/Discount on train travel
- Many of the sites offer covered bike parking
- Annual flu immunisation
- Free access to the University Botanic Garden





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