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**Draft Job Description**

We are looking for an exceptional person to join our marketing team and manage all aspects of Kingsley’s admissions process. Character and skills are more important than experience, although previous experience is desirable.

He or she will need:

* Highly efficient and organised administration skills
* Excellent communication skills, both written and oral
* A positive, pleasant and professional manner with a wide range of stakeholders
* The ability to analyse statistical data and evaluate practice and processes
* The ability to work and multitask calmly under pressure
* To be reliable and completely trustworthy with confidential information
* To have the flexibility to work occasionally outside normal hours
* A can-do attitude and a flexible approach to a demanding workload
* To deal with all information with total confidentiality

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| **Job Title:** | **Registrar/Admissions Officer** |
| **Reports to:** | **The Head of Marketing and the Head** |

**Main requirements of the job** (an indicative but not exhaustive list):

1. To administer all aspects of admissions and enrolment relating to the admission of pupils to The Kingsley School.
2. To liaise with the Head (and SLT) on all aspects of admissions including weekly meetings.
3. To act as the focal point of contact for enquiries made in person, by telephone, email or by letter from prospective parents and maintain good records.
4. To respond to such requests with the appropriate literature, arranging visits and conducting general tours of the school.
5. To follow up visits and to maintain contact with prospective parents.
6. As appropriate to arrange interviews for prospective parents and pupils with the Head or Head of Prep.
7. Along with the Examinations Officer, to oversee all aspects of entrance tests/exams in Prep and Senior School including arranging for school reports and requests for examples of work, and liaising with staff who set and mark tests.
8. To send out offer letters and keep records of acceptance/rejection.
9. To liaise with the Head of Academic Support and Deputy Head (Pastoral) re applicants with learning needs.
10. To be a member of the marketing team and support PR events.
11. To organise the administrative arrangements for Taster Mornings and Open Days together with the Assistant Head (Curriculum & Administration) SLT and the Marketing Team.
12. To provide statistical data re admissions for review and strategic planning with marketing colleagues.
13. To provide admissions information for governors, including termly reports.
14. To work closely with the marketing team and participate in compiling a marketing development plan as required.
15. To provide information on scholarships internally and externally and to arrange scholarship week.
16. To handle the registration procedure once a new pupil has been accepted and respond to parental queries regarding admissions/liaising with Head of Prep and Head’s PA re Parent Handbooks.
17. To contribute to the design of advertising copy and to liaise with the Head of Marketing re the placing and timing of adverts for school events.
18. To promote the school by establishing a network of contacts with feeder schools, re-location agents, estate agents and other sources involved with bringing new families to the Leamington/Warwick/Stratford area.
19. To liaise with the Headteacher and Head of Finance re bursary/scholarship application;
20. International admissions: To assist The Head of Finance in respect of UKVI (UK Visas and Immigration) matters and issue CAS numbers to international students and maintain accurate record;
21. To establish links with satisfied parents with a view to promoting the strengths of the School to a wider market place.
22. To keep a register and central database of local contacts – schools, industry/business.
23. To send out information to a wider audience of appropriate school events.
24. To represent the School at feeder school promotional events, when possible, and to work with colleagues to establish and develop links with feeder schools, in order to best market Kingsley.
25. To ensure admissions information on the school website is up to date and current to promote future recruitment.
26. To keep a database of all prospective pupils and new admissions and liaise with administration and teaching staff accordingly.
27. To attend all promotional and marketing events, such as Open Days and Taster Days, as required, including those at weekends
28. To adhere to all policies and guidelines in the Employee Handbook
29. To receive administrative support from the main office as and when required.

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| **Working hours** |
| Hours per week:  | **40 hours less one hour for lunch per day = 35 hours** |
| Days of week required: | **5 days**  |
| Start and finish times: | **8.30 – 16.30 with some flexibility** |
| Holiday: | **Working 52 weeks less 5 weeks holiday** |
| Salary: | **Dependent upon experience** |