



WESTONBIRT
— SCHOOLS —

Prep School Registrar/Admissions Assistant

Candidate Pack



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Westonbirt Limited, registered in England Number 11297618

WS WISHFORD
SCHOOLS

WESTONBIRT SCHOOL

Westonbirt School is a co-educational boarding school for pupils aged 2-18, located in a stunning rural setting in the heart of the Cotswolds. Set in 210 acres of beautiful landscaped grounds, Westonbirt enjoys a reputation for high academic standards within a caring, happy environment. The School benefits from excellent sports facilities including a sports centre, swimming pool and a 9-hole golf course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Education Committee of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

The position of Prep School Registrar/ Admissions Assistant is a crucial role within the Admissions Team. Reporting to the Director of Admissions this role is key to the continued growth and development of the School. The Prep School Registrar/ Admissions Assistant will be involved with pupil recruitment, the admissions process, and relationships with local prep and primary schools.

This is a full-time, term time (39 weeks) role and occasional evening and weekend support will be required.

Full job descriptions and person specification can be found in this pack

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer michelle.andrews@westonbirtschool.uk. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12 noon on Friday 21 January 2021.

Interviews will be held week commencing Monday 24 January 2021.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk.

Westonbirt School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – Registrar/ Admissions Assistant

Overview

The Registrar/ Admissions Assistant will report to the Director of Admissions (“DoA”). This role will be sales focused and will support all aspects of pupil recruitment and admissions processes including proactive communication with feeder schools, agents, parents, prospective parents and pupils as well as colleagues.

Main Responsibilities and Tasks

Driving Enquiries

- In conjunction with the DoA coordinate the building and the continued development of relationships with feeder Nursery’s and schools, working in close conjunction with the Head of PR.
- Attend future schools events, education shows and other trade events to support marketing activity as required
- Plan and execute school recruitment events in conjunction with Head of PR and admissions team
- To support the DoA to build relationships with agents and contacts as required.

Managing Enquiries

- To ensure a timely follow up to each enquiry that comes into the Prep School
- To oversee the admissions process from enquiries through to prospectus, visits, assessments, offers and enrolment including all general questions, administration and school communications: building up a good relationship with families
- To ensure a high quality, personalised service to each prospective family
- Gather comprehensive information at each contact with a family in order that the school’s Data Management System (iSAMS) can be completed and kept up to date
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, pre-application, application, decision (fee payment).

Visits

- In conjunction with the DoA, to manage all Prep School tours and visits ensuring that internal processes are followed to provide consistent and high-quality communications with prospective parents. To undertake all follow up communication with visitors in a timely fashion.

Applications

- Assist the DoA to ensure that processes and systems are effectively implemented, that they are seen as dynamic and are continually kept under active review and improved.
- Assist the DoA with the process of making offers, maintain records of responses, regularly update the DoA on responses received and initiate appropriate follow up to responses
- Ensure that parents of new pupils receive relevant documentation; prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction
- Liaise with the DoA and accounts department regarding applications and advise with regard to payment of Registration fees, deposits and monies paid
- Support the DoA with the process for overseas applicants as required

Analysis and Reporting

- To assist the DoA with the preparation of statistics and reports on enquiry levels across the Prep School.
- In conjunction with the Data Manager track, manage and analyse all elements of the admissions process including enquiries, visits, registrations, offers, deposits, starters and leavers on the School’s Database and produce reports to present to the Director of Admissions.
- From the data gathered assist to identify and develop areas for improvement throughout the admissions workflow.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills

- First rate inter-personal and relationship-building skills
- Organised, accurate and able to work under pressure
- Ability to speedily and accurately update iSAMS, the school's database, with pupil and prospective pupil data
- Effective and efficient use of Excel, Word, iSAMS, e-mail and websites (for competitive school research)
- Confidentiality including the protection of sensitive data and documents

Experience

- Have previous experience of working in school admissions with a proven track record of success in a similar role
- Proven record of being in a sales and customer service focused role
- Knowledge of iSAMS (desirable) or a similar data management system

Personal Qualities

- Ability to communicate effectively with people in person, over the telephone and in writing
- Positive, can-do attitude with a flexible approach
- Able to win colleagues over and build positive work relationships
- Ability to work with limited supervision and to use initiative
- Lead by example with honesty, integrity and discretion

Terms

Monday to Friday, 9am to 5pm with a 30 minutes' unpaid lunch break each day, although flexibility will be required and occasional evenings and weekends. Term time plus additional support throughout the school holidays (39 weeks).

Salary depending on experience.
