

Eaton House Schools

Admissions Manager

Eaton House Schools are regarded amongst London's leading independent schools offering a rich and traditional preparatory education to more than 850 children across two sites, Eaton House Belgravia and Eaton House The Manor. Eaton House Belgravia educates boys aged 2-11 whilst Eaton House The Manor incorporates a co-educational nursery, 4-8 and 8-13 boys' schools and 4-11 girls' school. Each school has its own unique identity and learning environment whilst drawing upon shared best practice and support from the wider group. In 2021, Eaton House Schools joined Dukes Education and is proud to now be a part of this dynamic and inspiring schools' group.

The Department is often the first point of contact for new parents and pupils and therefore a professional, warm and friendly approach is essential. The successful candidate will have a strong track record in administration, complemented by outstanding people skills and the ability to foster strong working relationships across the Eaton House community.

Further information on Eaton House Schools can be found at www.eatonhouseschools.com

Further information on Dukes Education can be found at www.dukeseducation.com

Interested candidates should apply via the TES or submit an application to HR@eatonhouseschools.com.

Eaton House Schools and Dukes Education is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The Role

The Admissions Manager will deal with all aspects of the Admissions process, from initial enquiries through to enrolment.

This is an ideal position for a candidate who wishes to be involved in a professional and busy school community. The role requires excellent organisational skills, clear and accurate data handling and the ability to work as part of a team, as well as independently.

Key Responsibilities

- Liaising with the Head of Admissions as appropriate with regards to prospective pupils.
- Maintaining accurate and up-to-date pupil data on the admissions register.
- Arranging and coordinating visits for prospective parents and pupils.
- To request references/reports from existing schools to pass to the Head of Admissions.
- The production of regular reports concerning applicants and numbers.
- To oversee the arrival, and welcome into School, of new parents and pupils, including providing new parents with all the information (handbooks, uniform lists, fee information etc.) that they require prior to their child joining the School.

- To maintain up-to-date records of pupils who are leaving, ensuring the necessary pupil data is sent to the relevant parties whenever a pupil leaves the School to attend an alternative institution.
- To attend all School Open Houses and events. This may include evenings and weekends.
- Working alongside the Marketing Department to assist with the effective marketing of the School where required.
- The development of a good understanding of competitor schools and the educational opportunities available within the local area.
- Any other reasonable task to support the Admissions and Marketing teams.

Person Specification

Experience (desirable)

- Proven experience and excellent organisation skills in an administrative role.
- Proficient in the use of MS Office, especially Word and Excel.
- Sufficient numeracy to deal with basic statistical data.
- Basic understanding of Marketing.
- Understanding of the Admissions process and preferably experience in pupil recruitment.
- Experience of working within the education sector.
- Experience with ISAMs and Salesforce preferred.

Above all, this role necessitates a friendly, organised and motivated individual with strong interpersonal skills.

Remuneration

- The post is available for an immediate start. The salary for this role is dependent on experience.
- The annual holiday entitlement is 26 days plus public holidays, to be used in term time.
- The school operates a contributory pension scheme which is open to all members of staff.