



St Dunstan's

— College —

Recruitment Information

Head of Admissions (Maternity Cover)

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About St. Dunstan's College



‘Inspiring and assisting young people to achieve their potential’

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



Head of Admissions

The Head of Admissions is responsible for all admissions in to the Senior School including international admissions. The Head of Admissions is a member of the College Support Staff, reporting directly to the Headmaster.

Admission of suitable pupils is fundamental to the future success of the College and all admission matters must be carried out with the upmost professionalism and efficiency. The Head of Admissions is often the first point of contact for prospective parents and therefore must ensure that first impressions are positive. The Head of Admissions deals promptly and efficiently with all enquiries by email, telephone, letter or in person. The post holder is required to maintain relevant records and statistics, generate all correspondence on enquiries, registrations and applications, meet prospective parents and their children to discuss matters pertaining to their admission, keep appropriate records and ensure that the Headmaster is fully informed of recruiting performance.

Employment

This is a full-time appointment.

- **Salary Range:** £30,350
- **Hours of Work:** normally 35 per week; however a degree of flexibility will be required and actual daily hours can be agreed upon appointment.
- **Pension:** The employee will be automatically enrolled into the Pension Trust “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the scheme may opt-out in accordance with the rules of the scheme.
- **Lunch:** Lunch is provided during term time

General Duties:

The responsibilities of the successful candidate will include (but are not limited to):

Primary responsibility for admissions to the Senior School, from initial enquiry through to pupil induction: providing an approachable and welcoming response to enquiries and ensure all are followed-up appropriately.

- Organise and participate in; open days, exhibitions, taster and induction days etc., to ensure that prospective pupils and their parents receive appropriate information and have a positive experience

- Process all Senior School applications in accordance with procedures, including all international admissions (and Tier 4 applications), making arrangements for interview and feeder school visits, and coordinating all arrangements for entrance examinations, to ensure that all applicants receive a positive impression of the College
- Responsibility for all international applications (including the Tier 4
- Responsibility for entrance examinations, assessment and interview procedures for entry into the school at 11+, Sixth Form and at other points of entry in the Senior School as they occur
- Undertake analysis of entrance examination/test results as required and assist the Headmaster with the offer-making process, maintain records of responses and regularly update the Headmaster with the application status
- Assist Heads of Year and other staff with induction organisation, and form allocation;
- Provide relevant teaching staff with the required documentation relating to new pupils and their induction
- In consultation with the Headmaster, process applications for bursaries, scholarships in accordance with agreed arrangements
- Keep records of conversations with parents regarding applications and offers to assist the Headmaster in responding to queries
- In consultation with the Head of Administrative Services maintain prospective pupil records and databases ensuring that information is managed in accordance with data protection requirements.
- Ensure data is up to date, readily accessible and changes are processed promptly, compile statistical information and pupil lists and information as required, including information for marketing purposes
- Ensure that the Finance Department is promptly informed of pupil leavers, new starters and amendments to financial awards thus ensuring invoicing is as accurate as possible
- Produce information for Governors' reports and other ad hoc reports where necessary.

Marketing & Communications

- In liaison with the Head of Marketing, prepare and produce advertising and publicity materials relating to admissions e.g. press advertisements for open days. Issue invitations to feeder schools, update admissions information on the College website, maximise use of digital media, assist in preparation of the Headmaster's material and presentation for open days etc.
- Take an active role in the Senior School's communication with parents, pupils and feeder schools
- Contribute generally to the positive promotion and marketing of the Senior School in the local and wider community. Identify and exploit opportunities for the positive promotion of the Senior School i.e. at networking events, community projects etc.

General

- Maintain and archive records for admissions and arrange for old records to be destroyed as necessary
- Ensure admissions procedures and documentation are meeting objectives and make recommendations for change

- Any other tasks which may from time to time be deemed reasonable.

Person Specification:

	E	D
Qualifications		
A further education qualification or equivalent gained through experience; university degree would be desirable but not essential	●	●
Experience		
Evidence of substantial administrative experience in a complex organisation	●	
Previous experience of working in a demanding, service-driven environment	●	
Experience of working in an educational environment		●
Experience of managing an MIS database	●	
Experience of managing marketing initiatives and collaterals and positively promoting an organisation		●
Job-related Skills/ Aptitudes		
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect and confidentiality	●	
An understanding of the stress felt by parents during the admissions process	●	
Honesty, energy, stamina, enthusiasm	●	
A willingness to give generously of their time to support College events and activities		●
Professional but friendly demeanour in relating to all members of the College community	●	
Well-groomed, with dress standards and appearance appropriate to the position	●	
Flexible and the ability to work collaboratively with others as part of a team	●	
Possess a positive attitude and approach to change and development	●	
Suitability to work with children	●	

	E	D
Knowledge		
Knowledge of office management processes	●	
Knowledge of safeguarding issues		●
An understanding of the principles of marketing	●	
Skills Required		
Excellent interpersonal and communications skills including the ability to relate well to people on all levels and with sensitivity, tact and diplomacy	●	
First class organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines; systematics in approach to tasks, with attention to detail	●	
Evidence of pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	●	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	●	
Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and database input	●	
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	●	
Sufficient numeracy to deal with statistical data	●	
Accuracy and attention to detail	●	
Other		
Willingness to work flexibly including evenings and weekends as required	●	

Promoting and Safeguarding the Welfare of Children and Young People

The post holder will be required to adhere to the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's designated Child Protection Officer.

The closing date for applications is Friday, 22 September 2017. Early applications are encouraged as the Foundation reserves the right to appoint at any stage during the application process.

This is a full time, temporary post, to cover the Maternity Leave of the College's existing Head of Admissions. The cover will commence from 1 December 2017.

All applicants must submit a fully completed application form, which includes a statement that specifically addresses how you fulfil the person specification and the requirements of the responsibilities and competencies listed. Incomplete application forms will not be accepted. All gaps in employment must be explained on the form. A signature is required on your application form and if not supplied electronically should be undertaken if called for interview.