

Admissions Manager
Job Description



ROCHESTER
INDEPENDENT COLLEGE

Line Manager: Vice Principal

Working closely with: Heads of Sixth Form/Boarding team/Finance team/Dukes Sales and Admissions staff/RIC and Dukes Marketing staff

The following list serves to illustrate scope and responsibilities of the post as is not intended to be an exhaustive list of duties.

The role

The role will include aspects of admissions administration, sales and marketing, You will be responsible for the admissions process from the initial enquiry until the student joins the college. This process will include responsibility for ensuring the entire database is fully utilised to allow relevant records to be accurate and up-to-date.

Enquiries & Admissions

- To provide an approachable and welcoming response to enquiries concerning international student admissions. To offer detailed advice and help wherever possible.
- To oversee the full admissions process from initial enquiry through to visits and interviews, offers and enrolment including all general questions, administration, follow-ups and college communications: building up a good relationship with families and agents
- Manage student enquiries and provide information about the college either by phone, email or face-to-face and provide relevant application information
- Log all enquiries on the College's Management Information System (iSAMS) and use Salesforce as required
- Manage student interviews
- Ensure relevant information about visiting families is made available to the interviewing member of staff prior to the visit
- Conduct tours of the College campus as required
- Book appointments for parents, and make relevant members of staff aware of the visit
- Gather comprehensive student information passport/ID, previous school reports, previous examination results

- Liaise with students' current/previous school for references and ensure that any safeguarding information is requested
- Maintain effective tracking of new enquiries/applicants through each stage of the admission process: enquiry, visit, application (fee payment), start date
- Assist the SLT with the process of making offers, maintain records of responses, regularly update the Head on responses received and initiate appropriate follow up to responses
- Liaise with Transport Department for minibus availability if required
- Check that application forms are received and fully completed
- Liaise with the Finance Department for a confirmation of deposit payment and fees arrangements for an agreed start date
- Ensure that new students/parents receive relevant documentation; pupil induction materials (welcome pack, Student Agreement, medical information) as required; and provide relevant teaching staff with the required documentation relating to new students and their induction
- Keep student admission records up to date
- Manage all UKVI related issues with regard to CAS requests and student files
- Provide regular updates to the Senior Leadership Team on boarding and day applications
- Assist with the compilation of information for ExCom/Governors' reports
- Work in collaboration with other Admissions Manager and the Summer & Easter Courses Manager

Events Coordination and Marketing:

- Establish relationships with local primary schools, feeder schools and with agents
- Organisation of Lower School Taster Days/Lower School Open Mornings/GCSE Information Evening (liaising with the Senior Lower School Team)
- Sixth Form Taster Days/A level Information Evening (liaising with the Senior Sixth Form Team)
- Liaise with staff members in regards to involvement in students attending taster days and provide a timetable to the student/family prior to their visit and general communication
- Organisation/stocktaking/ordering of promotional materials as and when appropriate liaising with the Director of Visual Arts and Marketing. Put together promo packs for events.
- Organisation of the college's annual Summer Festival - set-up/staffing/clear-up
- Sharing information about college events on college news blog and social media
- Other marketing events as applicable
- Researching local advertising/promotion opportunities with JC
- Monitor relevant RIC website information checking that it is up to date at all times
- Work with JC to monitor and ensure external web-listings are kept up to date

- Monitor the interview rooms, public spaces and outside the front of Gainsborough to ensure they are always clean, tidy, prospectuses and literature are fully stocked and refreshments are of a very high standard. Liaise with relevant staff as appropriate
- Keep archive of promo materials

Terms and Conditions

Working with the Admissions team to ensure that the office is covered 8am-6pm Monday to Friday with possible weekend and evening work required for College events and during peak recruitment times

Holiday: 7 weeks per year

Starting salary: Competitive

Annual review

Full training and mentoring given, including dedicated 1-1 mentoring from a Dukes sales/marketing/admissions specialist and AMCIS courses as required.