



Admissions Assistant Candidate Information Pack



INTRODUCTION

We are keen to recruit an Admissions Assistant for two days a week, to help in the smooth and efficient running of a busy Admissions department and who will get involved in all aspects of the pupil recruitment process including events. Applicants should have excellent communication skills, an enhanced attention to detail and an ability to work on their own initiative.

Closing date for applications: 9am on Tuesday 14 November 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

TERM TIME PLUS (8) 20 DAYS
PRO-RATA DURING SCHOOL
HOLIDAYS

Hours

16 HOURS (2 DAYS A WEEK)

Reporting to

HEAD OF ADMISSIONS
(BELMONT)

Other useful information

CAR PARKING ON SITE/
FREE LUNCH TEA &
COFFEE/SUBSIDISED GYM
MEMBERSHIP

Pension

CONTRIBUTORY
STAKE-HOLDER PENSION
SCHEME

Salary

£10,635.00 PER ANNUM

Awarded Excellent in Quality of Education in academic achievement and personal development.'

THE SCHOOL

Belmont, Mill Hill Prep

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



JOB DESCRIPTION

The Admissions Assistant is responsible to the Head of Admissions for supporting the admissions process for 7-13 year olds at Belmont, Mill Hill Preparatory School, and part of the Mill Hill Education Group. We are seeking a reliable, highly conscientious and punctual individual with a warm and professional manner to join our busy team.

Hours:

This role is flexible and is offering two days a week, ideally from Tuesday, Wednesday or Thursday 8.00am to 5pm, with one hour unpaid for lunch, although flexibility in working arrangements will be required. Occasional Saturday working will be required for Open Mornings.

The post is for term time only plus 20 days pro rata during the school holidays as agreed with the Head of Admissions.

Key Areas of Responsibility

- The role of the Admissions Assistant is to be a friendly, welcoming and professional first point of contact for visitors or callers to the School. This post holder will answer parental queries and guide them through the admissions process, building relationships over time
- Contact prospective parents by telephone, or email to send out prospectus literature in response to enquiries
- Use the School's database to enter enquiries and data to enable tracking
- Arrange where necessary tours or appointments for prospective parents
- Help to prepare assessment material for 7+ and 11+ and chance vacancy entrance examinations and, where necessary, the individual testing of prospective pupils including offer letters, reference requests to feeder school Heads and emails to feeder school Heads with results
- Help to organise and administer the 11+ scholarship process
- Liaise with Heads of Year and Head of Lower School regarding allocation of forms and Houses
- Preparing paperwork for new pupils and organising induction days
- Prepare and send material to prospective parents and feeder schools for Open Mornings
- Link with the Admissions Office in pre-prep, other preps, senior and international schools to share information and data relevant to each school
- Key events support on Open Mornings, Inductions Days & Feeder School events



PERSON SPECIFICATION

Qualifications and Skills

- Excellent communication skills, both written and verbal
- High personal and professional standards, maintaining a high level of confidentiality
- Positive working relationships with colleagues and ability to work as a member of a team
- Ability to take responsibility and show initiative
- Good time management and organisational skills.
- Ability to work under pressure at busy times and to work to deadlines
- A commitment to continued professional development
- Experience in MS Office, Microsoft Outlook and Office 365

Experience and Knowledge

- Experience in using databases
- Knowledge and understanding of how to use event booking apps
- Awareness and experience of issues relating to safeguarding the health, welfare and safety of children



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9am on Tuesday 14 November 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Belmont, Mill Hill Prep. A part of the Mill Hill Education Group.



Instilling values, inspiring minds
millhill.org.uk/belmont

Belmont

Mill Hill Preparatory School
The Ridgeway
Mill Hill Village
London NW7 4ED

020 8906 7270
millhill.org.uk

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