



Queen Mary's SCHOOL

*Appointment of:
Admissions Manager*
Information for Candidates



The School

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School....

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day School situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the School was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the School's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed pre-prep department and the main School is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new Schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 23 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.

The Role

An exciting opportunity has arisen at Queen Mary's for an Admissions Manager to join our thriving independent girls' school situated between Ripon and Thirsk. The Admissions Manager will be responsible for the day-to-day management and full implementation of all aspects of the admissions process driving recruitment of new pupils.

We are looking for an enthusiastic and outgoing candidate who is experienced in building excellent relationships with a wide range of people, with attention to detail. Previous experience of working in an admissions role would be preferable. You will be joining a small, busy team at a happy school which has a strong ethos of community.

Reporting to: Director of External Relations

Job Purpose: The Admissions Manager will play an essential role in the day-to-day management and implementation of the School's admissions process. The candidate will be an ambassador for the School and the main point of contact for prospective parents throughout the admissions process organising key events and processes, and handling the administration throughout the admissions cycle to drive recruitment and retention of pupils.

This is a full-time, permanent role.

Some flexibility will be required to allow for attendance at special events including Open Mornings outside those hours at evenings and weekends.





Ideal Candidate Profile

Candidates must be able to demonstrate empathy with and commitment to the ethos of an academic, independent boarding and day school fit for the 21st century.

The Admissions Manager will play an essential role in the day-to-day management and implementation of the School's admissions process and marketing strategies.

The candidate will be an ambassador for the School and the main point of contact for prospective parents throughout the admissions process organising key events and processes, and handling the administration throughout the admissions cycle to drive recruitment and retention of pupils.

Highly experienced in a customer facing role, building excellent relationships with a wide range of people.

Experience of an Admissions role would be desirable.

Overview of Responsibilities

The following is provided as an overview of the main responsibilities:

- ❖ Ensure the daily email and telephone enquiries are responded to in a timely manner.
 - ❖ Handle individual communications with prospective families from initial enquiry to admission ensuring effective, timely and professional customer service, record keeping and compliance.
 - ❖ Ensure that pupil data on the Admissions software, reports, and the School database system is accurately maintained to help track and project pupil numbers across the School.
 - ❖ Articulate the School's ethos and the benefits of its offering in a professional manner.
 - ❖ Liaise with the wider staff and girls to organise visits, taster days and admission to the School.
 - ❖ Organise tours for prospective families.
 - ❖ Organise and assist at Open Mornings and other key events including but not limited to Assessment Day and Scholarship Week and New Pupils' Day liaising with all relevant staff with oversight from the Director of External Relations.
 - ❖ Be part of the team to coordinate the administration of the assessment and scholarship process accurately.
 - ❖ To ensure that the School has obtained, processed and filed all information required to complete the entry process complying with all relevant policies and documentation and in compliance with data protection regulations (GDPR) and international Child Student Sponsorship duties.
 - ❖ Nurture and maintain the day-to-day relationship with overseas agents.
 - ❖ Work with the Director of External Relations to prioritise workload.
 - ❖ Produce reports to share with the Director of External Relations and work together to deliver an effective admissions function.
 - ❖ To be responsible for the maintenance of the databases for feeder schools, nurseries and agents.
 - ❖ Support the Director of External Relations in managing the Admissions Register and UKVI compliance.
 - ❖ Provide support to the Director of External Relations with marketing activities to drive recruitment and retention of pupils working effectively within the team.
 - ❖ Undertake any other duties required by the Director of External Relations and the Head.
- ❖ **Other responsibilities:**
- ❖ In addition, the Admissions Manager may be required to:
 - ❖ Support other departments within the School from time to time as requested by the Head.
 - ❖ Complete, with priority, any other reasonable tasks as required by the Head.

Person Specification

The successful candidate will be able to demonstrate the following essential characteristics:

Attributes	Essential Criteria	Desirable Criteria
Knowledge		Understanding of the principles and practices of admissions processes
		Understanding of the independent Schools market
Skills and Abilities	Strong communication and inter-personal skills	Artistic flair for visual creation and design
	Ability to be discreet and uphold confidentiality	Skills in reporting and updating website content
	Have excellent time management and organisational skills	
	Ability to work under pressure and to meet deadlines	
	Strong IT skills (MS Word, Excel)	
	Energy, drive, enthusiasm and a positive manner	
	Right to work in the UK	
	Ability to show initiative and respond to a changing environment	
	Excellent written English and attention to detail with administration and record keeping.	
Personal Circumstances	A willingness to engage with and articulate the School's Christian values, ethos and heritage Clear sympathy with the advantages of single sex education	Current Driving Licence
	Awareness of the importance of child protection and Safeguarding of young people	Willing to play an active role in the life of the school
	Willing to work out of hours as and when School functions occur	
Qualifications	Educated to degree level or with the equivalent work experience	
	Prepared to undergo appropriate training as requested	



Terms and Conditions of Employment

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

General Notes

A competitive remuneration package is available, with a salary of £35,000 with the responsibility of the post and the experience of the successful candidate. Paid in monthly instalments in arrears at the end of each month and inclusive of holiday pay; no over-time is paid.

Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met).

Meals will be provided free of charge during term time hours of work.

The School operates an employer stakeholder contributory pension scheme.

This is a full-time, permanent role. Some flexibility will be required to allow for attendance at special events including Open Mornings outside those hours at evenings and weekends.

The appointee shall be able to take 28 days statutory holiday pro-rata in any one academic year in addition to Bank Holidays when the School is not in session. These should be taken out of normal term time and agreed in advance with the Director of External Relations. They cannot be carried forward to subsequent years except in exceptional circumstances and only then with the Head's approval.

The appointee will be expected to participate in an annual appraisal.

The appointee is required to give the School three months' notice of his/her intention to leave this post.

Accommodation is not provided.

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to, and ensure compliance with, the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead.

Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The Application Process

An application form can be downloaded from the school website and this should be submitted accompanied with a covering letter addressed to the Head, Mrs Carole Cameron, explaining the motivation for applying for this post and the experience, skills and qualities you would bring to the role.

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore strongly encouraged to apply early.

Closing date for applications: 12:00 Monday 17 June 2024

Interview Date: To be confirmed

Please send your completed application form to the Head's PA: a.stringer@queenmarys.org. All applications will be acknowledged by email. If you have not received acknowledgment that your application has been received within two working days of submitting it, please contact Amanda Stringer (Head's PA) by telephone on 01845 575051.

Please be aware that we do not accept or review curriculum vitae, please do not include these as only completed application forms will be submitted to the shortlisting panel.

No Agencies Please





Queen Mary's

SCHOOL

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