



# Support Staff Team Member Admissions Assistant



St Dunstan's  
College

<b>Employment Status:</b>	Part Time, Term Time
<b>Required from:</b>	1 September 2021
<b>Job Location:</b>	Senior School
<b>Application Closing Date:</b>	Monday 7 June 2021
<b>Interview Date:</b>	w/c Monday 14 June 2021



## THE DEPARTMENT

The Support Staff Team is made up of a large number of dedicated and professional staff, covering the following business and operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing & Communications
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

Led by the Director of Marketing, Admissions and Development (Isabelle Blake-James), the MAD team consists of:

- Director of Marketing, Admissions and Development
- Head of Admissions
- Senior Admissions Officer
- Head of Marketing
- Digital Apprentice – (starting September 2021)
- Dunstonian Officer

## THE ROLE

We are looking for an enthusiastic and positive Admissions Assistant to complete our Admissions Team which comprises of a Head of Admissions and a Senior Admissions Officer. The successful candidate will have a “hands-on-approach” and will be happy to learn and grow within this role. A flexible attitude is highly desirable when unpredictable tasks, requiring administrative support during the Admissions Cycle, arise.

It is important to note that the successful candidate may also be expected to support the Marketing and Development Departments as and when required, out of the admissions cycle.

# **JOB DESCRIPTION**

**Responsible to: Head of Admissions**

## **Main Duties**

### **Front of House**

- Supporting the team regarding all communication with prospective parents, whether it be over the phone or by email; a professional telephone manner will therefore be essential, as well as looking after the Admissions Inbox in a timely fashion, always bearing in mind that parents come first;
- Organising tours efficiently, touring parents and prospective pupils when required, with full knowledge and promotion of the College's ethos and values;
- Actively participating at on-site Open Days or external school fairs.

### **Administrator**

- Supporting the Head of Admissions and Senior Admissions Officer on a daily basis with general administrative tasks;
- Requesting school references as and when appropriate;
- Liaising with the Special Educational Needs and Disabilities (SEND) Coordinator, as and when necessary;
- Maintaining prospective as well as new joiner pupils' records and databases on iSAMS and ensuring that information is always both up to date and managed in accordance with relevant GDPR rules; maintaining all "shadow information" on the student MIS and processing any amendments quickly;
- Maintaining and archiving records and arranging for old records to be destroyed as necessary;
- Building an excellent working relationship with the team, in order to ensure that a 'house style' is delivered when answering queries from prospective parents.

### **Organiser**

- Actively supporting the organisation of Open Days, Exhibitions, Taster and Induction days, Class Experience days and equivalent, ensuring that prospective pupils and their parents receive appropriate information and have a positive experience; this may mean supporting events on several Saturdays throughout the course of the academic year;

- Support the logistics of all interviews, feeder school visits and arrangements for entrance examinations, ensuring that all applicants receive a positive impression of the College;
- Mail merging a variety of correspondence and data, as and when required;
- Supporting transition points – Year 6 into Year 7 and Year 11 into Sixth Form;
- Organising exam preparation scheme days and supporting, in person, on these three Saturdays;
- Supporting the administration and organisation of Co-Curricular scholarship applications and assessments at 11+, 13+ and 16+;
- Supporting 11+, 13+ and 16+ entry assessment days and interviews;
- Conducting surveys at certain points in the academic year;
- Keeping an up-to-date list of feeder schools, compiling important information about local state and independent schools;
- Keeping track of marketing literature and general stock for the Admissions Department;
- Any other tasks which may from time to time be deemed reasonable, including (but not limited to) providing administrative support to other departments.

## **HOURS OF WORK**

Standard hours of work are to be agreed with the successful candidate, prior to appointment and must be worked during term time and between the hours of 0830 and 1400, Monday to Friday.

Some flexibility will be required with this post for 'out of hours' work, which can be taken as Time off in Lieu.

## PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Qualification/s and Training</b>		
GCSE (or equivalent) grades A-C in English and Maths	X	
<b>Experience</b>		
Experience of working in an office environment	X	
Experience of working in a school setting		X
<b>Skills and Knowledge</b>		
Excellent literacy/numeracy skills	X	
Competent in the use of IT packages, including word processing and Microsoft 365	X	
Excellent written and verbal communication skills, with a 'customer service' approach	X	
Ability to plan, organise and prioritise	X	
Excellent interpersonal skills, including professional telephone manner	X	
Experience on ISAMS or a similar MIS system		X
<b>Personal Qualities</b>		
Eagerness to learn	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Ability to work under pressure	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Warm and friendly manner, with an ability to work effectively with Students, Staff and Parents, both alone and as part of a team	X	
Ability to use own initiative, to ensure the smooth operations of the organisation	X	
Passionate about education	X	

## THE PACKAGE

**Salary:** £10,000-£11,000 for 25 hours per week term time only plus INSET (FTE: £20,000-21,000)

**Pension:** Contributory Pension Scheme ISPS (DC)\*

**Benefits:** Tuition fee remission (which is means tested and capped) and no registration fees\*  
Private Health Care Insurance (50% paid by employer) with reduced health club membership  
Health care cash plan  
Free lunch and beverages, during term time  
Staff Accommodation (subject to availability; competitive market rate) Free off-road parking  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation

\*Conditions apply