



**theHammond**

**Learn • Perform • Aspire**

Registrar



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history.

This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level study, expert dance, and musical theatre training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester.

Alongside our small class sizes, excellent results, and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive, and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level.

The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding, and inspiring every student to be the best possible version of themselves. Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum.

We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, motion pictures, national tours, and teaching across the globe. Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 19 state-of-the-art dance and music studios, including a professional recording suite.

Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train. At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance, and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

**Jennifer Roscoe MA (Oxon)**  
Principal

## Job Description

- Administer all aspects of admissions and enrolment relating to the admission of students to The Hammond School and College courses
- Act as the focal point of contact for queries made in person, by telephone, email, or letter from prospective parents, from initial enquiry through to enrolment, and for existing parents who are considering the next stage of their child's school career
- Form excellent relationships and maintain regular and clear lines of communication and correspondence throughout the full admissions process
- Promote the unique characteristics of The Hammond as a selective performing arts independent school with pupils from Year 7 to Degree
- Arrange, coordinate, and take school tours, liaising with and briefing relevant staff
- Maintain accurate and relevant data on all enquiries and registrations
- Draft offer letters and keep records of acceptance and rejection, and creating follow-up support plans for those unsuccessful at audition
- Liaise with the relevant member of the leadership team regarding applicants with additional needs
- Liaise with finance staff to ensure bills are correctly compiled
- Identify and develop new markets by building relationship with potential feeder schools
- Run the admissions process in line with The Hammond's Admissions Policy
- Update the policy and procedure as necessary
- Have extensive and up-to-date information available on all aspects of the school, including all printed matter and documentation
- Co-ordinate CME (Children Missing in Education) and SAM (Schools Admission Module) administration.

- Maintain and establish firm links with feeder schools to facilitate prospective students transferring to The Hammond
- Maintain and build upon existing relationships and encourage and facilitate visits from relevant Heads and Heads of various key stages
- Request school reports for prospective pupils
- Set up and maintain admissions data
- Analyse and provide accurate admissions data, anticipate trends, and advise and report to the senior leadership team on recruitment forecasting
- Maintain a database of all prospective new students and new admissions and liaise with administration and teaching staff as necessary
- Support the database of local contacts such as schools and local businesses managed by the Head of Marketing
- Take full responsibility for and oversee the whole process of all auditions, working with relevant staff
- Along with the Examinations Manager, oversee all aspects of entrance examinations, including arranging for school reports and requests for samples of work as well as liaising with staff who set and mark tests
- Obtain relevant examination papers from relevant staff
- Liaise with the senior leadership team on bursary and scholarship allocations
- Provide information on scholarships, both internally and externally
- Ensure that suitable candidates are brought in for scholarship interviews, internally and externally, by liaising with relevant Heads of Departments
- Be wholly responsible for all offer letters, including scholarships, and parent packs

- Work closely with the relevant staff on the administration of all Open Events, Taster Days and other induction or promotional events
- Feedback to all relevant staff on these events
- Work with and make an effective contribution to the Head of Marketing, including contributing to the design and content of advertising copy and liaison about the timing of adverts for school events
- Provide the Head of Marketing with statistical data regarding admissions for review and strategic planning
- Attend marketing events off-site
- Collate information about other schools in the independent and maintained sector. Obtain information from websites on their dates for open days, entrance examinations, etc.
- Ensure that the admissions information on the school website is up to date to promote future recruitment
- Keep abreast of demographic trends and current pupil catchment areas (postcodes) etc.
- Oversee and lead the application process for UK Visas and Immigration matters and the issuing of CAS numbers to international students
- Lead and complete the annual census process.



## Whole School

- To support the senior leadership team in implementing the ethos and wider philosophy of the school.
- To ensure health and safety procedures and safeguards are always observed.
- To attend meetings, INSET, Open Days, and other events.
- To promote goodwill and foster good relationships with parents and other members of staff to ensure the smooth running of day-to-day activities.
- To be punctual, presentable, and positive.

## Personal Specification

A good degree from a recognised university	<b>Desirable</b>
Experience of educational admissions processes	<b>Desirable</b>
Excel and other IT skills	<b>Essential</b>
Outstanding customer service	<b>Essential</b>
Awareness of developments in school admissions processes	<b>Desirable</b>
Experience of leading and organising events	<b>Essential</b>
Ability to remain calm and adapt to circumstances	<b>Essential</b>
Resilient and forward-thinking	<b>Essential</b>
Commitment to the wellbeing, safety, and safeguarding of young people	<b>Essential</b>
Commitment to professional development	<b>Essential</b>
Ability to inspire students and colleagues	<b>Essential</b>

*The Hammond is committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). The Hammond is an equal opportunities employer.*