

Admissions Manager

Cundall Manor School

Role Description

As our school continues to grow, we seek an outstanding Admissions Manager to ensure the highest-quality service to our existing and prospective parents, colleagues and pupils. You will play a crucial role in shaping the future of Cundall Manor through the management of the admissions process, leading on all aspects of admissions from initial enquiries, parent tours, open days, assessment days, in-year admissions and the school experience of new joiners.

You will have proven experience of delivering exceptional customer service with excellent communication skills. You will have experience of admissions in the education sector and an understanding of UKVI process and recruitment of international students will be a distinct advantage.

You will be a confident database user, able to track and monitor the parent experience from start to finish and your analytical skills will mean you are comfortable providing robust data to the Head for reporting to the Governing Body.

You will be the face of the School at times and meet with families and children at both internal and external events. You must be able to work accurately under pressure and multi-task across all aspects of admissions administration and events organisation. You will need to be highly organised, enjoy building lasting relationships and thrive on a varied workload.

A can-do attitude and a sense of humour are essential.

Main Responsibilities:

- Oversee timely and appropriate responses to all initial enquiries.
- Build rapport with prospective parents from the first point of contact.
- Ensure that appropriate systems are in place to identify enquiries which require follow-up within agreed timeframes.
- Work closely with marketing and academic colleagues to ensure the smooth running of Open Days.
- Oversee the arrangements for prospective pupil visits ensuring that visitors are able to meet the appropriate staff and pupils according to the age and interests of the prospective pupil(s).
- Develop systems to ensure that staff who meet visiting families are fully briefed beforehand to maximise the benefit for all concerned.
- Take responsibility for the smooth running of visits, taking tours personally when necessary.
- Plan and organise Open Day arrangements for all points of entry to the School and ad hoc entry as necessary to Pre-Prep, Prep and Senior School, ensuring the best possible experience for attendees.
- Liaise with academic colleagues to ensure the timely preparation and assessment of CAT4.
- Develop excellent relationships with feeder schools regarding the administration of admissions.

- Work to promote boarding within the school both with overseas agents, online and face to face
- Ensure the admissions database is maintained with accurate records and can be relied upon for high quality data.
- Process and administer all registration documents, ensuring the Finance Department are fully informed about new starters and leavers.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure North Yorkshire Council are notified of leavers destinations within the prescribed timescales
- Maintain and quality check the admissions register to stand up to the scrutiny of Inspection.
- Take responsibility for own learning and professional development, ensuring safeguarding knowledge and practice is exemplary
- Using the Management Information System (MIS), prepare reports and information as necessary.
- Analyse admissions data and assist in the preparation of Senior Management and Governor reports.
- Manage the administration processes involved for International pupils requiring Child Student Visa Sponsorship, acting as a Level 2 user of the UKVI Online Sponsorship Management System, and ensuring that Cundall Manor School remains up to date and compliant with all relevant processes and legislation.
- Support colleagues with this administration and issue CAS when required and take delivery of BRP.

General Responsibilities

- Act as an excellent ambassador for Cundall Manor School at all times.
- Build and maintain good working relationships with all Cundall Manor colleagues.
- Assist as necessary in other areas of work at peak times.
- Role model the vision and values of the School and work towards achieving individual objectives and targets you may have agreed.
- Proactively identify areas for improvement within the Admissions process and pupil recruitment.
- Actively promote the Equality Policy, encouraging awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to the Cundall Manor operational and employment policies and procedures.
- Adhere at all times to the Cundall Manor Safeguarding Policy

This job description is not exhaustive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Personal Qualities

- Confident communicator
- Attention to detail
- Confidentiality
- Methodical and thorough
- Ability to work in a team or independently