



**KENT COLLEGE**  
CANTERBURY

# Admissions Officer



May 2024

[www.kentcollege.co.uk](http://www.kentcollege.co.uk)

## APPOINTMENT DETAILS

<b>Job Title:</b>	Admissions Officer
<b>Reporting to:</b>	Registrar/Head of Admissions
<b>Employment Status:</b>	Full Time / Permanent
<b>Job Location:</b>	Kent College Senior School
<b>Closing Date:</b>	31st May 2024
<b>Start Date:</b>	As soon as possible

*If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice*

## THE ROLE

The Admissions Officer reports to the Registrar/Head of Admissions and will be responsible for supporting the implementation of the School's Admissions strategy, including the maintenance of accurate data and preparation of summary statistics and reports as required. They will be responsible for all administrative aspects of pupil recruitment from first enquiry to conversation at each stage of the admissions process.

They will work closely with other members of the External Relations team, Director of Studies and academic staff to ensure that all interested in Kent College receive an efficient, welcoming and positive customer experience. They will be relied on as an ambassador for the School and to act professionally at all times.

This role is pivotal in ensuring the college maintains its vibrant pupil community to agreed target levels and ensuring all parents and their children receive personal attention. The position requires excellent administrative skills and meticulous data accuracy, as well as a high level of customer service skills. Genuine enthusiasm, personal integrity and confidentiality are required for this key position.

## JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

The Admissions Officer will:

### Kent College Knowledge

- develop a good and hands on knowledge of the day to day working of the school,
- become well informed of the school's values, facilities, results and statistics,
- be aware of the academic, EAL, pastoral and extra-curricular offer in both the Junior School and Senior School.

### Admissions Process

- Enquiries and Registrations for our Senior and Junior School
  - Respond to incoming queries via email, phone and letter from prospective parents within 24 hours,
  - Provide an individual response to the needs of the enquirer by phone or email, sending them any appropriate content, brochures, films, etc
  - Direct families to the online registration portal and follow up on their registration progress
- Visits and Taster Days
  - Manage diary/calendar bookings for visits for prospective families, individually tailoring them to their interests as needed
  - Liaise with relevant staff (Head's PA, Deputy Head, SENCO, Heads of Dept, Heads of House and pupil tour guides) to ensure everything runs smoothly and distribute prospective entrant information to them as needed
  - Ensure all student information, school reports, etc. are gathered prior to visits
  - Flag any exceptional students whose reports suggest they could be scholarship candidates prior to visiting, or could be appropriate to offer straight away
  - Show families around the campus and boarding houses as needed
  - Follow up by phone and email after visits with agents and parents, coordinating feedback as necessary.

- Entrance and Scholarship Assessments
  - Work within agreed timeframes to ensure decisions on prospective pupils are delivered swiftly and liaise with the Registrar to ensure offers are made promptly
  - Follow up on offers with families and agents within 2 weeks
  - Ensure families are supported with all the required joining and arrival information as needed
  - Provide welcome follow up as needed
  - Setting up online assessments and arranging interviews with members of staff
  - Liaise with Heads of Scholarship subject to book scholarship assessments
  
- Database
  - Ensure accurate input and maintenance of future pupil database records, in conjunction with the Registrar and Admissions Officer
  
- Other duties
  - Attend and prepare for the weekly Admissions meeting, being prepared to discuss pupils you are supporting
  - Prepare international travel plans and book fairs and travel for the Director of External Relations and the Registrar
  - Prepare refreshments for guests as per instructions from the Registrar or Director of Studies.

### UKVI and non sponsored students

- UKVI Management
  - To understand our UKVI responsibility for the school and to ensure the school retains its Highly Trusted Status - training will be provided for this
  - Working with a member of the admissions team to ensure the Non sponsored spreadsheet is completely up to date and monitored regularly

### Marketing Support and Pupil Recruitment

- Events and Activities
  - Work with the Marketing Team and Registrar to ensure all requirements for exhibitions, fairs, and school events are delivered including student data information by agent
  - Attend fairs, agent workshops, exhibitions and school events as needed to build relationships with agents, prospective parents, current parents and alumni

- Support the liaison between the Marketing Team and agents with regards to promotional activity.

### School Policies and Procedures

- Respect at all times the confidential nature of documentation containing personal information in accordance with the College's data protection principles, and concerning the work and business of the College

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertake relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All shortlisted candidates will be required to provide social media information as part of their application.

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and we are passionate about attracting a diverse pool of applications through an inclusive appointment's process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

Applications must be made via Kent College's online application system; CVs or details sent directly to the department or via email cannot be considered.

## **PERSON SPECIFICATION**

### Personal Attributes

- First rate administrative skills with meticulous attention to detail
- Excellent written and oral communication and customer service skills
- Ability to present a calm, courteous and professional image at all times
- Ability to work under pressure and prioritise workload in a busy department to ensure families and agents receive excellent customer service
- Self-motivated with a positive attitude, with the ability to work independently and as a part of a team
- A flexible approach to duties and working hours
- Ability to act as an ambassador for Kent College and articulate our ethos, standards and aspirations

### Desirable Experience

- A degree or professional qualification
- A knowledge and understanding of the Independent School sector
- A working knowledge of the UKVI CAS and Visa process
- Administrative experience in a customer facing role
- Good computer literacy skills including Word, Excel, Google Suite and database programmes such as iSAMS.

## THE PACKAGE

**Hours:** 40 hrs per week, Monday – Friday (with some occasional support at events held on evenings and weekends)

**Salary:** Dependent on experience

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

**Annual Leave:** 25 days plus public holidays

**Benefits:**

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*

