



**CROWN HOUSE**  
**PREPARATORY SCHOOL**  
Prepare · Persevere · Perform

**Job Title:** Head's PA and Head of Admissions

**Reports to:** Headteacher

**Purpose of the job:**

- To deliver a welcoming, helpful and efficient prospective parent experience, managing the admissions process to meet the school's aims and pupil capacity parameters.
- To provide a full confidential, high quality executive assistant, secretarial and support service to the Head that ensures the efficient operation of the school office, effective communication with all elements of the school community and external agencies.
- Line Manage the School Secretary.
- Supporting the wider administrative functions of the school in conjunction with the School Secretary and Bursar.

**Hours of work:**

- 40hrs per a week (0800 - 1600) during school term time (including some evening and Saturday events as agreed with the Head).
- Up to a maximum of 25 additional days during the holidays as agreed with Head (Term time is defined as the published dates on the website plus all SLT and INSET Days).

**Main Responsibilities (Admissions):**

- Build engaging relationships with prospective parents.
- To arrange tours for prospective parents and meetings with the Headteacher.
- Manage all registration enquiries and provide information on the admissions process to prospective parents.
- To manage the admissions process from start to finish - enquiries through to offers and enrolment stage.
- To answer all general questions and instigate periodic check-in/feedback calls to offer help along the way and see how child/parents are settling in.
- In conjunction with the Bursar, to explain deposit arrangements, collect deposits and arrange contracts.
- To be responsible for the planning, preparation and execution of key school events, such as open mornings, taster days, etc.
- To ensure that the Head has all relevant information when meeting current or prospective pupils and parents.

- To use iSAMS to manage the administration of applications, track progress and ensure all enrolment documentation and records are kept accurate and up to date.
- To use data and stats to report on the key measures of success, numbers of new enquiries, visits, registrations and the flow of pupils between the year groups.
- To be compliance orientated, following GDPR and ownership of relevant policies.
- Prepare and send monthly data to Head Office.
- Send the starters and leavers information to the local authority via the 525 system, weekly.
- Liaise closely with Head and the staff and keep the diary up to date and everyone informed of visits and enquiries.
- To network and liaise with nurseries, primary schools and senior schools to build up relationships and request information on applicants where needed.
- Contribute to the management of the school's website, updating it as required.
- Assist with the school's marketing efforts, such as contributing to the newsletter.

#### **Main Duties and Responsibilities (Head's PA):**

- Initiates, organises and manages all aspects of the Head's business to ensure the effective running of the school.
- Receives and responds to emails, written correspondence and telephone calls on behalf of the Head using own initiative to take action on standard administrative and secretarial matters on their behalf.
- Deals with enquiries from parents, pupils, staff, Governors, external organisations including feeder schools and prospective parents and pupils, on a wide range of issues.
- Uses and uploads information to iSAMS on behalf of Head and ensures that all such information is accurate and up to date.
- Takes minutes/notes in staff meetings and circulate necessary information.
- In conjunction with the Head ensure that all administration related to pupils transferring to senior schools is completed in a timely and accurate manner. Including, but not limited to references, interview sessions, parent meetings, personal information forms and entrance tests.
- Coordinates the annual review of the parent handbook.
- Contribute towards the production and updating of the termly calendar alongside the members of staff responsible.
- In conjunction with the SLT carry out the annual iSAMS roll-over.
- Devise and maintain office systems (filing, records, agendas, minutes, reports and other documents) as required, especially helping the school to develop more computerised systems for storing information.
- Assist with the organisation of school events and provide administrative support for them, including but not limited to set up, transportation, catering and coordination with other organisations.
- Assist with the administration of parents' evenings.
- Check registers each afternoon.

## **Marketing:**

- Work closely with the Communications Lead.
- Attend marketing events off-site if required.
- Assist the Headteacher with the positioning of the school for a local and national audience, including copy for press articles, website, social media and school fairs.
- An ability to assist with social media content creation would be advantageous.

## **General Responsibilities**

- To attend staff training days and other functions, which may fall outside normal school hours.
- To ensure that you are familiar with all school policies and the contents of the staff handbook.
- To ensure the safety and well-being of children and young people at the school by adhering to and complying with the school's Safeguarding (including Child Protection) policy and procedures at all times.
- To display correct staff identification at all times whilst on site.
- To adhere at all times to Health and Safety legislation and all departmental policies and procedures to ensure their own safety and that of colleagues, pupils and visitors.
- To carry out any other reasonable duties as requested by the Head.
- To constantly appraise own professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The job-holder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead or to the Head.

Crown House School is committed and understands its responsibilities to safeguarding and promoting the welfare of children and young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All applicants will be subject to a criminal record check via the Disclosure and Barring Service and checks will be taken with past employers.