Role Profile: Admissions Officer

Purpose

Working closely with the Marketing and Admissions Manager to process initial enquiries of prospective joiners in a timely manner, through to the pupils starting school with completion of all associated administrative, compliance and legal records. The role requires highly developed interpersonal skills and the ability to meet applicant expectations.

Will be expected to have a whole school approach and ensure that they understand the importance of school events in relation to termly activities and assist the planning, preparation, and execution of key admissions-related events, such as Open Days, Scholarship Assessment Days and taster sessions The successful candidate will assist the Marketing and Admissions Manager to achieve our agreed objectives of new enrolments at all entry points during the year.

Key Accountabilities

- Responsible for co-ordinating all aspects of registration and admissions processes throughout in a timely effective manner.
- Senior School Scholarship Programme administration and co-ordination.
- Arranging tours, taster days and assessments for applicants.
- Support the Marketing and Admissions Manager with all recruitment and deal with all appropriate administration, managing the department in the absence of the Marketing and Admissions Manager
- Provide a personal (phone-based) approach to follow up post key events including Open Mornings, Taster days, parent tours.
- Take responsibility to be the point of contact for all families looking for places at Hydesville Tower School, nurturing and establishing relationships in a timely manner.
- Work closely with the Marketing and Admissions Manager to ensure that Open Days, parent visits, taster days and other events are positive, enjoyable and informative experiences for all concerned.
- Providing support to the Marketing and Admissions Manager to ensure that the school's admissions practices and procedures are up to date, compliant with all relevant regulations and effectively implemented
- Ensure clear and effective communication and the consistent application of the admissions policy and procedures throughout the school.
- Ensure that all necessary pupil records and notes are kept up to date on SIMS, and any other MIS system, including SEN and medical information, and ensuring compliance with the school's policy on data protection GDPR.
- Work with the Marketing and Admissions Manager to provide up to date and regular updates on pupil numbers at all entry points to reach the annual targets.
- Maintain a regular analysis of admissions statistics and trends and producing relevant tracking data.
- To understand fully the SIMS system and any other MIS system, once trained, and utilise as best practice.
- Work with Cognita International Student Recruitment team and ensure that the school's policy and procedures are fully compliant with the latest regulations.
- Assist the Marketing and Admissions Manager in ensuring that the school's electronic Admissions Register is fully completed, up to date, and compliant with the latest regulations.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	- A good standard of education, with 5+ GCSE's or equivalent including Maths and English	- Higher education qualification
Skills	- The ability to work well under pressure with others and using own initiative - Demonstrate excellent communication and customer service skills	
Experience	- Good understanding of Microsoft Word and Excel - Worked in a customer service environment. - Administrative experience	- Previous experience of SIMS or other management information systems - Previous education or similar administrative work experience

Key Stakeholders:

Internal – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

External – Parents, and other external agencies as required

Signed: ………………………………………… **Name (print):** ………………………………..

Date: …………………………………………..