



Job Description Admissions Officer

Post Title:		Admissions Officer
Purpose:		To co-ordinate all aspects of the admissions process for the Lower School and Sixth Form.
Reporting to:		Marketing Manager
Liaising with:		Headteacher, Head of Boarding, Director of Sixth Form, other SLT members, Director of Marketing, administrative staff, boarding staff, parents, outside agencies, Governors and Clerk to the Governors.
Working Time:		25 Hours per week, Term-time plus 4 weeks (39 working weeks)
Salary/Grade:		Grade 13 (6-11) - £25,989 - £28,142 FTE, actual salary £15,037 - £16,283 per annum
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Main Duties		<ul style="list-style-type: none"> • Take enquiries from prospective parents and prepare prospectus packs ready for sending out in response to enquiries within 48 hours of enquiry • Maintain the appropriate pupil admissions lists including the entry of data relating to prospective pupils and their parents • Arrange viewing appointments and organise and attend boarding interviews including the preparation of paperwork for interviews. • Liaise with Governors and Local Authority to ensure the school meets its obligations under its Admissions Policy • Organise and attend the Lower School & Sixth Form Open Evening and the Boarding Open Mornings • Attend as required Admissions and student recruitment and marketing fairs • Attend GCSE and A level results days • Ensure that the website and any additional marketing information correctly reflect the most up to date and relevant admissions information • Together with the rest of the administrative team, provide cover for Reception as and when required
Additional Duties		<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.

		<ul style="list-style-type: none"> • Actively engage in the staff and school review and development process. • Continue personal professional development as agreed
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • GCSE English & Maths (or equivalent qualification) 		Application form Interview
Experience	<ul style="list-style-type: none"> • Experience of working with Word, Excel and computerised information systems • Proven administration experience 	<ul style="list-style-type: none"> • Experience of working with children or young people • Experience of working in a school or education environment • Prior experience of Admissions work 	Application form Interview
Knowledge and Skills	<ul style="list-style-type: none"> • Highly proficient and skilled in using a range of ICT • Excellent organisational skills with good attention to detail • Excellent communication and interpersonal skills, including the ability to work and communicate with young people • Proven ability to work effectively alone or as part of a team • Ability to work on own initiative • Ability to forward plan, prioritise and meet deadlines • Ability to work in a way that promotes the safety and wellbeing of children and young people 		Interview References
Sexey's Values and Ethos	<ul style="list-style-type: none"> • Possess a positive and sympathetic philosophy towards working in a Church of England boarding school • Ability to show and understanding of, and support for the School's approach to dress, behaviour, academic study, involvement in activities beyond the classroom and 		Interview

	<p>manners</p> <ul style="list-style-type: none"> • Value the contribution that each individual brings to the school community • Strong commitment to the importance of restorative justice • Promote and model mutual respect 		
Personal Qualities	<ul style="list-style-type: none"> • Ability to remain calm and professional at all times • Open and approachable • Positive and enthusiastic • Flexible approach in relation to work • Resilience • Emotional intelligence 		Interview References