



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Admissions Assistant
<b>RESPONSIBLE TO:</b>	The Assistant Registrar and working closely with the Marketing Department.
<b>JOB SUMMARY:</b>	To work as part of the Admissions Department team in the effective and efficient administration of new pupils and ensuring that high-quality customer service levels are delivered at all times.

The position requires excellent administrative, communication and IT skills; he/she needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong inter-personal skills are essential as well as a positive telephone manner. He/she will need the confidence to be able to interact positively with a wide range of different people, mostly within the College community.

The post mainly consists of administrative, correspondence and procedural tasks:

### **Admissions correspondence**

- Mailing of College literature to enquirers
- Taking telephone calls, photocopying and filing
- Executing the replies to general correspondence (emails & letters)
- Ordering printed forms, booklets and stock control
- Collating prospectuses & new pupil information packs
- Preparing routine mailings as per the annual admissions or marketing calendar

### **Admissions data maintenance**

- Daily input and maintenance of pupil details on relevant pupil database/s
- Adherence to all GDPR requirements
- Archiving admissions files
- Creating and editing of online forms
- Helping to maintain relevant website pages and online documents

### **Admissions events & visits**

- Assisting with the execution of prospective pupil visits, marketing and admissions events

### **General**

- 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 Statement 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 risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Assist with secretarial, administrative and general duties as required in support of both the Admissions and Marketing departments
- Other duties that may be reasonably delegated to you by your manager in support of Eastbourne College and the wider Charity.

## KEY SKILLS AND QUALITIES

An affinity with Eastbourne College's values and culture; to be at ease in supporting the ethos of an independent day and boarding school for boys and girls.

Excellent communications skills; to have the ability to write correctly and clearly and to communicate ideas and information that are appropriate for the given audience and the task.

Excellent interpersonal skills; to be a team player, to work co-operatively and supportively with others and to have a sense of humour.

Adaptable; to have the ability to adapt to changes in structure of the day and workload in a calm manner. Be able to change priorities of work effectively.

Rigour and reliability; to have the ability to work to schedules and be highly organised, to ensure sufficient attention is paid to detail and quality in all areas of the role (particularly data entry), to have high standards and persistence.

Enthusiasm and energy; to have energy, stamina, and initiative.

Good numeracy skills; to be numerate and have the ability to create and use spreadsheets with ease.

To possess essential up-to-date ICT skills to cope with the daily volume of administrative work, and to ensure a high level of detail and accuracy particularly for data entry. The ability to work with all standard office software and the motivation to quickly become a highly-proficient user of the pupil database/s.

## TERMS AND CONDITIONS

**This is a fixed-term contract for a period of nine months.**

Hours: 37.5 hours per week to be worked Monday to Friday and Saturday mornings (with potential for time off during the week) all year round.

Salary: circa £20k per annum dependent on skills and experience. Additional 'out of hours' events may require occasional attendance and time off in lieu will be given.

Other benefits include: Pension scheme; lunch if during normal working hours; free tickets to College productions

## SAFEGUARDING STATEMENT AND EQUAL OPPORTUNITIES STATEMENT

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

## APPLICATION PROCESS

- Candidates should apply online at [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities)
- For further information contact Human Resources Department by email [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239;
- The closing date for applications is noon on 20 January 2020;

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