

Job Description

Job Title: International Admissions Assistant / Liaison (12 month fixed term contract)

With the team continuing to grow, we are looking for an International Admissions Assistant to join the ECI Marketing and Admissions team.

This role will be employed with Eastbourne College Incorporated (ECI) rather than an individual school to ensure both teams benefit from the support. That said the role will commence their training and role at Eastbourne College.

It is a really exciting time to join the ECI Marketing and Admissions team with lots of great initiatives in the plan for 2021.

Job Summary: To work as part of the Admissions Department team in the recruitment of new pupils and enrolment to the charity. The position requires excellent communication skills and initiative; the individual needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong inter-personal skills are essential. They will need the confidence to be able to interact positively with a wide range of different people both externally and on a college-wide daily basis. It is essential that the individual has an intermediate knowledge of word, excel and outlook as well as the ability to learn internal systems quickly and efficiently. This role may include cross-charity working. Whilst the role will have an understanding of the full admissions landscape, they will take the lead for international recruitment and agent liaison.

Duties and Responsibilities:

International Admissions:

- Lead point of contact for all international pupil enquiries, and handling the processing of such enquiries (all channels)
- Correspondence with educational agents – email, telephone and post
- Arranging testing and family visits
- Issuing offers on behalf of senior leadership
- Collating and checking receipt of new international pupil information & documentation, particularly in relation to UKVI
- Ensure the Child Student Visa process and compliance requirements are adhered to at all times, reporting the status to the Registrar and Director of Marketing and Admissions
- Prepare regular engagement for the international family 'pipeline'
- Recommend the international fairs ECI should have a presence at
- Act as a family touchpoint until the housemaster / mistress relationship is established

Admissions data maintenance:

- Daily input and maintenance of enquirer and prospective pupil details on the pupil database (PASS and Isams)
- Adherence to all GDPR requirements
- Archiving admissions files
- Helping to maintain relevant website pages and online documents
- Assisting with the generation of various admissions-related reports (e.g. enquiries, visits, registrations, competitor analysis)

Admissions events:

- Assisting with the setting up for open mornings, information evenings and other similar events as required (NB this may very occasionally involve some additional hours in the evenings or at weekends, for which time can be taken in lieu)

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
- 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 promoting 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.

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.

ICT skills; 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 (PASS/Isams).

Experience of working with international markets and an understanding of cultural differences.

The ability to speak another language e.g. Mandarin would be advantageous, but critical to be fluent in English (written and verbal).

Terms and conditions:

Salary:

- circa £20k per annum dependent on skills and experience

Hours:

- 37.5 hours per week per week. Hours will normally be Monday to Friday, but some Saturday mornings might be required
- Additional 'out of hours' events may require occasional attendance and time off in lieu (which can be during College holidays) will be given.

Pension:

- After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday:

- You will be entitled to 28 days annual leave, pro rata, to be taken during the College holidays.

Other benefits include:

- Lunch if during normal working hours
- Life Assurance
- Annual pay review
- Free tickets to College productions

Safeguarding Statement

Eastbourne College Incorporated 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.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

To apply, please follow the link below to complete the mandatory application form:

www.cognitoforms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

A letter of application (addressed to the Director of Marketing & Admissions), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact hr@eastbourne-college.co.uk

All applications must be received by noon on Friday 11 June 2021