

Job description : Senior Admissions Assistant

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 this role will commence their training and be primarily located at Eastbourne College.

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 charity-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. Both roles may include cross-charity working

Duties and Responsibilities:

Admissions correspondence:

- Correspondence with prospective parents
- Mailing of literature to enquirers
- Taking telephone calls, photocopying and filing
- 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 calendar

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 & visits:

- Assisting with the organisation of prospective family visits
- Assisting with the planning of scholarship days, entrance exams etc.
- 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)
- Stand in for the registrar should they not be available

International Admissions:

- Entry point of contact for all pupil enquiries, and handling the processing of such enquiries
- 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 Tier 4 processes are adhered to at all times

General:

- Assist with secretarial, administrative and general duties as required
- Other duties that may be reasonably delegated to you by your manager in support cross charity support

Key skills and qualities:

An affinity with both school'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).

Terms and conditions:

Hours

- 37.5 hours per week per week, Monday to Friday all year round salary circa £25k per annum dependent on skills and experience (this salary will be pro rata for the part time position)
- Once every month, or otherwise agreed depending on term length, there might be a requirement to work a Saturday morning 09:00 – 12:30. This Saturday will be given as time in lieu and come off your weekday hours
- Additional 'out of hours' events may require occasional attendance and time off in lieu (which can be during school holidays) will be given