



1. Job Title: UK Admissions Lead (Y9 – Y11). Full time, all year round.

2. Job Summary: This is an important role within the College, taking responsibility for the selection and admission of UK pupils into the College. You will be expected to take a lead in generating and maintaining a first-class admissions experience.

This role is part of the Marketing and Admissions team which have the overall responsibility for raising awareness of the college, generating a future pipeline of pupils and ultimately the recruitment / enrolment of new pupils. This role works alongside an International and Sixth Form Admissions lead. This role reports into the Director of Marketing and Admissions (DMA) for Eastbourne College and St. Andrew's Prep and will be supported by Admissions assistant(s).

3. Duties and Responsibilities:

General:

- Line management of Admissions assistant(s)
- Deliver a world class admissions process from first enquiry through to the pupil joining
 - Together with the DMA and colleagues from the marketing department, create the necessary suite of customer content to better support the customer journey
 - Supporting the DMA, help devise and roll out new admissions procedures
 - Responsibility of the admissions policy and appropriate documentation (online and offline)
 - Quality assurance for all stages of the admissions process (internal and external)
- Deputise for the International and Sixth Form Admissions lead
- Lead on all admissions events that primarily cater for this particular cohort eg Y9 scholarships

Reporting:

- Responsibility for the preparation of data for the DMA
- Use all available performance data to fine-tune the College recruitment and admissions processes
- Maintain an accurate database and CRM system and make best use of its functionality
- Together with the International and Sixth Form Admissions lead, liaise with Housemasters/mistresses over house lists to optimise pupil allocation

Representation and relationships:

- Be an active, approachable and engaging presence for all staff, pupils and parents
- Represent the College and attend school events and functions
- Provide advice to parents/guardians about availability of places in all year groups and entry criteria
- Together with the admissions assistant(s), arrange visits/tours for prospective parents
- Working alongside the Head of External Relations to foster and develop excellent relationships with feeder school Heads
- Working with the wider team collectively to organise and help deliver open days and other activity to help drive registrations

Governance:

- Knowledge of HMC guidelines, application and implementation
- Oversee the testing entrance requirements or admissions process for UK candidates (Y9-11)
- Have a basic level of knowledge and experience of UKVI requirements for overseas students
- Ensure all safeguarding protocols are adhered to
- Ensure appropriate due diligence carried out to support KYC/AML
- Maintain the ISI and DfE census information

Finance:

- Ensure pupil information is quality assured ahead of key financial milestones
- Ensure all data correctly populated on the MIS and supporting documentation uploaded in a timely fashion
- Ensure deposits and regular fees are received and accounted for in a timely fashion

Safeguarding:

- 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 with 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

Other:

- 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

4. Person Specification:

The following knowledge and experience is preferable:

- Educated to degree level or equivalent
- Experience of independent schools and the admissions process
- Team management experience
- Understanding of prep schools
- Experience in a highly prestigious customer service environment
- Personal attributes would include:
 - A high degree of literacy and numeracy
 - A pragmatic approach to work
 - A self-starter and highly motivated
- The ability to lead by example and create a stable working environment for self and others
- Possession of excellent communications, management and relationship skills and the ability to relate to and work with a variety of people from different backgrounds
- An aptitude to demonstrate fairness and impartiality
- The ability to exercise discretion
- Being able to demonstrate reliability, resilience and having a calm approach
- A likeable disposition and ability to get on with those at all levels.

5. Terms and Conditions:

Salary: £36,400 dependent on experience.

Hours of Work: Such hours as necessary to fulfil the requirements of the role but expected to be a minimum of 40 hours per week. You will be required to work four Saturday mornings during term time (for which TOIL will be given), and a few evenings / weekend days pending the activity plan, so flexibility is crucial.

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 must also contribute 3%. You may choose to opt out of the pension scheme.

Holiday: Five weeks annual holiday plus Bank Holidays.

Other benefits:

- Life Cover of three times salary
- Free lunch when Dining Hall open
- Free use of College sports facilities
- Annual pay review (inflation consideration)

6. Application Process

To apply, please <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information please contact Human Resources Department on hr@eatbourne-college.co.uk or tel: 01323 452288.

Closing date for applications is **Friday 19 July 2024**.

7. Safeguarding and Equal Opportunity Statements

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.

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.

June 2024