



Assistant Head of Admissions

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	<p>Principal area of responsibility will be for Admissions to St Benedict's School.</p> <p>The Assistant Head of Admissions will administer the admissions process from the initial enquiry through to the pupil's entry to the School. He/she will work in partnership with the Head of Admissions, covering each other's work as appropriate or required.</p>
Reporting: to:	Head of Admissions
Main Duties and Responsibilities:	<p>Daily activities:</p> <ul style="list-style-type: none">• Contact with prospective parents by telephone, letter, e-mail; ensuring that the school's literature in response to enquiries is sent out; answering questions about the school's admission process• Arrange for families to attend Open Mornings and similar events• Ensuring that all information pertinent to enquiries is entered on the School SIMS system• Acknowledging applications by letter with receipt for registration fees• Contact with Director of External Relations, Senior and Junior School Headmasters and other key staff <p>'Rolling' programme:</p> <ul style="list-style-type: none">• Sending out assessment and timetables for pupils applying to join St Benedict's School.• Send for Headmaster's references for pupils joining the school and ensuring references are scanned and linked to the individual pupil's record on SIMS



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- Ensure that all SEN information is given to SENCO and a summary of needs is given to the Headmaster prior to any offer being made
- To generate offer paperwork and ensure deposits are received
- Attend Open Mornings, Open Evenings including Sixth Form Open Evenings. Work closely with the Head of Marketing to ensure the smooth running of all prospective pupil events
- Send Open Event 'confirmation' and 'follow up' emails and letters to all parents
- Work closely with the Director of External Relations – regular meetings, ensuring admissions data is up to date and reviewed
- Send invitations to all new pupils to an Induction Day
- Prepare Induction packs for new pupils – data collection sheets, medical form, class lists, Houses etc.
- Send invitations and organise the Social Evenings for Parents of New Pupils
- Visas - ensure that all overseas students have the correct visa to study in the UK.
- Preparing new pupil files
- Creating a list of duplicate reports required
- Maintaining the Admissions Register electronically to ensure that all records are accurate and up to date, documents are linked, reports are current
- Ensuring the accuracy of the SIMS system for all new and prospective pupils.
- Ensure follow through is taken to determine the next place of learning for pupils who leave the School and that this is logged appropriately and accurately



Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	Educated to A level standard or equivalent	Educated to degree level	<i>Independent verification of qualifications.</i>
Experience:		<ul style="list-style-type: none"> • Previous experience as Admissions senior lead • Previously worked in a school environment. 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none"> • Sound administrative experience and excellent organisational skills • Excellent IT and data analysis skills with an advanced knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Ability to use the SIMS software competently • Ability to work with data and to provide pupil attendee forecasts 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Knowledge		<ul style="list-style-type: none"> • Previous Admissions knowledge in an Independent School 	<i>Contents of the Application Form.</i> <i>Interview.</i> <i>Professional references.</i>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Excellent interpersonal skills • The ability to communicate effectively and with 		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>



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	<p>warmth with parents and colleagues</p> <ul style="list-style-type: none">• An excellent and telephone manner• The ability to work independently, often under pressure, meet deadlines and cope with interruptions		
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