



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.

<p>Summary of the role:</p>	<ul style="list-style-type: none"> • Managing the whole school admissions process to ensure that all enquirers and applicants receive a warm, welcoming, and positive impression of the school at every touch point • To oversee an effective Admissions process across the Senior and Junior School • To represent the School to both parents and other schools • To increase pupil numbers • To provide information to departments across the School concerning pupil numbers, pupil profile, siblings, bursary awards, scholarship awards, EAL, SEN, etc • To ensure accurate records on pupils studying in the UK on a Visa, and that Visa and Passport information remains current • Actively promote the school's Benedictine ethos
<p>Reporting: to:</p>	<p>Director of External Relations</p>
<p>Line management responsibility for:</p>	<p>Assistant Head of Admissions</p>
<p>Main Duties and Responsibilities:</p>	<p><i>Admissions</i></p> <ul style="list-style-type: none"> • Oversee and operate all Admissions processes • Conduct regular reviews of these processes to ensure their efficiency and allow the school to respond to changes in the market or in the competitive landscape • Oversee and operate effective arrangements for assessing, interviewing of, and feedback to, families of prospective pupils across the Senior School • Liaise with teaching and support staff regarding pupil recruitment and work closely with senior pastoral



ST BENEDICT'S SCHOOL

a minimis incipe

staff to ensure appropriate records and information are available, as well as supporting a smooth induction of new pupils into the school.

- In collaboration with the Director of External Relations, assist with the planning of open days, for prospective pupils and their parents.

Management and administration

- Ensure the efficient and effective operation of the Admissions department
- Provide regular current and forecast information on pupil recruitment and retention to the Headmaster, and for the Governors as may be required
- Provide information relating to trends in admissions and current or emerging recruitment challenges and opportunities to the Headmaster, and for the Governors as may be required
- To maintain records on bursary and scholarship offers and acceptances
- Such other duties as the Headmaster may reasonably require from time to time.

Other tasks:

- Effective and engaging contact with prospective parents by telephone, letter and/or e-mail
- Ensure knowledge of the school's offering to enable promotion of the school and to answer questions about the school's admission process
- Enter enquiries on SIMS for families to attend Open Mornings
- Enter registrations on SIMS and acknowledge receipt of applications by email

'Rolling' programme:

- Send out examination details and timetables for 11+ (to include current F2), 12+ 13+, 14+ and 16+
- Send good luck message and Christmas e-card



ST BENEDICT'S SCHOOL

a minimis incipe

- Send for Pupil references for all applicants: these are scanned and linked to the individual pupil's record on SIMS
- format and arrange production of examination papers for assessments as necessary
- Organise the marking and enter on SIMS the results of all assessments
- Organise the Moderation meeting to determine invites to the Group Assessments for 11+ and interviews for other years, and communicate this to prospective parents
- Ensure that all SEN information is given to SENCO, agree and communicate exam concessions or not to applicants ahead of the assessments; ensure a summary of needs is provided at the Moderation meeting
- For all Senior School year groups, send offer letters (to include bursary or scholarship information) and rejection letters, maintain details of acceptances or declines, receipt of deposits and acceptance paperwork and confirm receipt to parents obtain GCSE results transcript for new Lower Sixth, link to SIMS, confirm place or not, arrange individual appointments for parents and their sons/daughters to view school, meet and greet families on arrival and departure and brief Decan on tour aspect
- Update the information booklet for new Parents' working closely with the Marketing Department
- Arrange F3 induction programme and Other Years induction day, to include room booking, set up and content of day; send details to new parents, prepare induction packs forms for new pupils – data collection sheets, medical form, census forms etc link these to Google and send link to parents; maintain database of return of forms
- Work closely with Heads of Departments and Sports to ensure the smooth running of induction days, make up new pupil files, remove departing pupil files
 - Inform the parents of prospective pupils of the decision of the Scholarship and Bursary Committee via the offer letter



ST BENEDICT'S SCHOOL

a minimis incipe

	<ul style="list-style-type: none">• Answer any questions parents may have about Scholarships and Bursaries; liaise with parents, Bursar and Heads of relevant scholarship department• Visas - ensure that all overseas students have the correct visa to study in the UK, and maintain records as required by UKVI• Work with families requiring Child Student Sponsorship (available at GCSE or A level entry points) to ensure paperwork in place for School to issue CAS• Maintain the Admissions Register electronically and run monthly• Keep a record of leavers; ensure next destination is entered on SIMS and supporting email linked to SIMS (chase families where necessary for this) and placed on pupil file; advise Ealing Council within 10 days of new starters or leavers• Ensure the accuracy of the SIMS system for all new and prospective Senior School pupils.
Safeguarding responsibilities	<p><i>Provide details of the extent to which the role will involve contact with children, the degree of responsibility for children and whether the post involves regulated activity with children. Nearly all work in a school will involve some degree of responsibility for children and the majority of roles will amount to regulated activity.</i></p>



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 degree level		<i>Production of the applicant's certificates. Discussion at interview. Independent verification of qualifications.</i>
Experience:	<ul style="list-style-type: none"> • Proven experience in admissions or a related field. • Previously managed a team. 	<ul style="list-style-type: none"> • Previously worked in a school environment. 	<i>Contents of the application form. Interview. Professional references.</i>
Skills	<ul style="list-style-type: none"> • Strong leadership and management skills. • 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. Interview. Professional references.</i>
Knowledge	<ul style="list-style-type: none"> • Admissions regulations and practices 		<i>Contents of the Application Form. Interview. Professional references.</i>



ST BENEDICT'S SCHOOL

a m i n i m i s i n c i p e

Personal competencies, qualities, attitude and behaviours	<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		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>
--	---	--	---

