



JOB DESCRIPTION

JOB TITLE:	Admissions Assistant
RESPONSIBLE TO:	The Assistant Registrar and working closely with the Marketing Department and External Affairs Department.
JOB SUMMARY:	To work as part of the Admissions Department team in the recruitment of new pupils and in promoting the College, ensuring that high-quality customer service levels are delivered.

The position requires excellent communication skills, IT skills and initiative; he/she needs to be intelligent, approachable, efficient, enthusiastic and hard-working. Strong inter-personal skills are essential as well as a positive telephone manner. He/she 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.

The post mainly consists of administrative, correspondence and procedural tasks:

Admissions correspondence

- Correspondence with prospective parents
- Mailing of College 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)
- Adherence to all GDPR requirements
- Archiving admissions files
- Creating and editing of online forms
- Helping to maintain relevant website pages and online documents
- In liaison with the Assistant Registrar, Marketing and IT Departments, 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).

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, Skype interviews and family visits
- Issuing offers on behalf of the Director of Admissions
- Issuing CAS to accepted international pupils requiring a Tier 4 UKVI visa

- Collating and checking receipt of new international pupil information & documentation, particularly in relation to UKVI
- Tracking Tier 4 visa requirements for all new and existing pupils and providing reporting
- Tracking holiday arrangements for Tier 4 visa pupils and reporting accordingly
- Tracking that all guardian arrangements meet Tier 4 and safeguarding requirements.

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.

Adaptable; to have the ability to adapt to changes in structure of the day and workload in a calm manner. Be able to change priorities of work effectively.

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).

TERMS AND CONDITIONS

37.5 hours per week per week, Monday to Friday all year round salary circa £20k per annum dependent on skills and experience. Additional 'out of hours' events may require occasional attendance and time off in lieu (which can be during College holidays) will be given

Other benefits include:

- Pension scheme
- Life Assurance after 2 years' employment
- Lunch if during normal working hours
- Annual pay review
- Free tickets to College productions

SAFEGUARDING STATEMENT AND EQUAL OPPORTUNITIES STATEMENT

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.

APPLICATION PROCESS

- Candidates should apply online at www.eastbourne-college.co.uk/contact/employment-opportunities or contact Human Resources Department for an application pack by email to hr@eastbourne-college.co.uk or phone 01323 452239;
- The closing date for applications is noon on 20 September 2019;
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Updated September 2019