



Job Description: Admissions Assistant (Full Time)

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 college-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. This role may include cross-charity working.

Duties and Responsibilities:

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 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)

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:

- 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.

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:

Salary

- circa £20k per annum dependent on skills and experience

Hours

- 37.5 hours per week per week, Monday to Friday, all year round
- 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
- Lunch if during normal working hours
- Annual pay review
- Free tickets to College productions

Safeguarding 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.

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.

Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> 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 by email: hr@eastbourne-college.co.uk or tel: 01323 452300.
- The closing date for applications is **2 October 2020**.
- 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.