

BROMSGROVE SCHOOL

Admissions Assistant

We currently have an opportunity for an Admissions Assistant to work with the Admissions team at Bromsgrove School.

Closing date for all applications is 29th March 2024.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

GENERAL JOB REQUIREMENTS

To provide a professional, efficient, and discreet admission process.

Line Manager:	Assistant Head
Hours of Work:	Monday to Friday 8.30am.- 4.30pm. (52 weeks of the year) (30 minute unpaid lunchbreak)
Salary:	£ 27,549 per annum.
Holidays:	25 days per annum, plus 8 Statutory Bank holidays 2 additional days after 5 years' service
Pension:	Contributory Scheme up to 7%.

SPECIFIC RESPONSIBILITIES

- To provide full administrative services for the admissions office. To be skilled at using databases and spreadsheets.
- To manage all admission enquires for places in all sections of the School (and for all holiday camps and International summer school) in line with School procedures.
- To engage with prospective families/agents/guardians and build up relationships throughout the admission process, offering advice and support along the way.
- To make and attend appointments for prospective parents to visit the School.
- To promote and attend all Open Days.
- To handle and manage all entrance procedures (entrance examinations, scholarships, references, taster day and nights, joining instructions, induction etc) for new admissions to Bromsgrove School.
- To undertake all related administrative admissions correspondence, e.g. sending for reports, contacting admissions agencies, sending out offer letter etc.
- To ensure that the METIS admissions database records are accurate and produce reports as required.

- To undertake admissions and database training whenever necessary.
- To work closely with all the admissions assistants offering help and support whenever necessary.
- To have an awareness of the School's marketing, bursary and foundation strategies and liaise accordingly with these departments.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other duties which may be reasonably given from time to time by their Line Manager. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience/Qualifications		
Work experience in a similar environment		*
Educated to 'A' level standard		*
Skills, Knowledge, Abilities		
Sales skills	*	
Administrative skills	*	
Excellent telephone manner	*	
ICT Skills	*	
Organisational skills	*	
Good timekeeping	*	
Personal		
Personable	*	
Self-motivated	*	
Professional	*	
Discreet	*	
Efficient	*	
Team player	*	

How to apply

Please complete the online application form.
Closing date is 29th March 2024

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.