



REPTON

Admissions Officer

Term Time Only –
Start August 2024 or ASAP





The Role

We are looking to appoint an **Admissions Officer** to work with the Deputy Head (Marketing & Admissions) within a team comprising Repton's Head of Admissions, Prep Admissions Manager, Admissions Officer, Marketing Manager, Brand Manager and Digital Marketing Officer.

The successful applicant would administrate the admissions process for Repton Senior school under the guidance and oversight of the Head of Admissions and Deputy Head (Marketing & Admissions).

The **Admissions Officer** will track and record the progress of junior applications to Repton School, organising visits for families and exchanging key information and documentation in support of those applications. They will administrate admissions tests, arrange interviews and request references whilst maintaining pupil records on the central database (iSAMS).

The Admissions Officer will report directly to the Head of Admissions and support in various recruitment events throughout the school year and provide additional important information in support of an application and the decisions around it, contributing their opinion on that application's strengths and weakness. They will also support the School's representatives in arranging visits to feeder Preps and Schools Fairs, UK and abroad.

Excellent communication and people skills are essential, as well as the capability to interact with students and their families. The ability to maintain accurate records and be highly organised is essential. High levels of computer literacy and excellent administration skills are also required.

Benefits:

- Company Pension Scheme
- Sports Centre Membership

Contract:

Term time only, salary reflective of experience and qualification, £24-28k pro rata



Key Areas of Responsibility

The post holder will:

- Provide high level customer service via email, telephone, and face to face communications with prospective parents, students and feeder schools
- Organise and manage entire entrance process for all Year 9 (B Block) and some Year 10 (A Block) UK and International applicants from point of enquiry to enrolment.
- Organise visits for prospective parents and students including those to Repton on the back of Repton Prep visits.
- Organise visits to prep schools (including fairs) and larger marketing events in the UK and overseas for representatives of the School.
- Liaise with members of academic staff to organise meetings with prospective parents as required.
- Ensure prospective parents, students and feeder schools are informed of entry and interview progress in a timely and professional manner.
- Enter and maintain application data at all stages of the admissions process, including initial application, assessments, offer information, and acceptance status.
- Offer administrative support for Year 9 (B Block) recruitment and scholarship events, attending events where required.
- Cover for other entry points where required
- Deputise in times of absence
- Other general responsibilities will include:
 - Always upholding Repton's Child Protection and Safeguarding Policy.
 - Maintaining high professional standards of attendance, punctuality, appearance and conduct.
 - Adherence to all school policies and procedures.
 - Maintaining positive, courteous relations with students, parents and colleagues.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.



Personal Specification

Knowledge, Experience and Personal Qualities

- Admissions experience desirable but not essential
- Willingness and ability to be flexible and open to change
- Ability to relate to staff, students, parents/carers
- Work well with the team but also able to work effectively alone

Education to degree level is desirable but not required.

Skills

- Effective collaboration across the Marketing & Admissions team
- Development and maintenance of excellent working relationships with external stakeholders
- Meticulous organisation and attention to detail, including strong IT skills
- High levels of accuracy in spoken and written English

Safeguarding

- All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children



Our Commitment to Safeguarding

- 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, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:
 - ***Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.***
 - Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
 - This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.



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