



Brentwood School

Admissions Manager (Senior School)

July 2020

Department:	Communications, Admissions & Development
Hours:	8.30am - 5pm Full time (all year round)
Report to:	Director of Communications, Admissions & Development
Contacts:	Headmaster, Senior Deputy Head, Deputy Head Academic, Director of Sixth Form, Head of KS2/3 Transition, Prep School Admissions Manager, Finance Team, Communications Team, Database Team, Admin Team, Director of Timetabling and Assessment, Head of English as an Additional Language, Heads of Boarding Houses, Director of Performing Arts, Director of Sport, Director of Music, Heads of Maths, English and Art, Master in Charge of Chess, Transport Coordinator
Job Purpose	<p>The Admissions Manager (Senior School) is an important and high profile position at the school. The post holder will often be the first point of contact with the school for prospective parents and plays an important part in convincing families to choose Brentwood over another (independent or maintained) school.</p> <p>The Admissions Manager also line-manages the Senior School Admissions Assistant with the same overall goal of persuading prospective parents and instilling confidence in their choice of Brentwood School.</p> <p>It is important to find the person who will give the right impression, build strong and lasting relationships, live through our values, and believe in our aims and ethos.</p>
Key Tasks	<p>Enquiries:</p> <ul style="list-style-type: none">● To provide a positive welcome to prospective parents and pupils when they visit the school<ul style="list-style-type: none">○ The Admissions Team are usually the first contact prospective parents

have with the school. Knowledge, understanding and belief in the school's values, ethos and aims - and the ability to communicate this directly and indirectly - are important aspects of this role.

- To ensure that all contact with prospective parents, agents, and feeder schools is professional and of the highest quality

Admissions:

To run the Admissions process for the Senior School (from 11-18) and therefore support the Headmaster, Deputy Head (Academic) and Head of KS2/3 Transition. This process includes, but is not limited to:

- Making offers, keeping a record of pupil numbers and updating them regularly
- Preparing offer letters to parents informing them of the results of all entrance examinations and scholarship assessments
- Managing the provision of the joining instructions pack for new pupils
- Collating and circulating full details of all pupils starting at the beginning of each academic year
- Administering the admissions process at every year of entry for the Senior School (11+ to Sixth Form, including internal applications in the Fifth Year)
- Meeting regularly with the Admissions Manager (Prep School) in order to develop an understanding of 3-11 admissions, and share an understanding of 11-18 admissions

International Admissions:

- To be responsible for pupil Visa applications
- To ensure that admissions for overseas pupils are compliant with current legislative requirements
- To maintain the register of those requiring visas to study in the UK

Events & Assessments:

- To work closely with the Communications Team to plan and deliver a programme of events that includes Open Days, Boarding Fairs, Taster Days and Introductory Evenings
- To work closely with the Head of KS2/3 Transition to plan Entrance Examinations, Assessments and liaison with Feeder Schools
- To assist the Head of KS2/3 Transition to organise and host Group Tours, lunches, and individual visits
- To work closely with Heads of Departments to coordinate Scholarship assessment days and offers
- To liaise with feeder schools to request information on applicants

Compliance:

- To ensure that all parents are fully informed about the School's terms and conditions, and that they pay the relevant registration fees and deposits before pupils enter the School, liaising regularly with the Bursary
- At all times, work within the School's policies and procedures, ensuring

	<p>compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Health and Safety at Work Act and National Care Standards</p> <p>All members of the operational staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.</p> <p>The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the exigencies of the school.</p>
<p>Essential Qualifications, Experience and Character Traits</p>	<p>1. We are looking for someone with a positive outlook and can-do attitude, who will</p> <ul style="list-style-type: none"> ● Understand and personify the school's values, aims and ethos ● Have a warm, welcoming and articulate manner both verbally and in writing ● Be a team-player who works well with fellow managers, line-manager across the organisation ● Be able to deal with numerous tasks at once and manage priorities; ● Be able to work and keep calm under pressure ● Learn the school's admissions systems (SIMS and OpenApply) quickly ● Demonstrate discretion and confidentiality ● Be able to deal with sensitive and personal information ● Demonstrate a high level of empathy, sensitivity, and understanding of the issues faced by parents of young children ● Be able to resolve conflicting demands and create positive outcomes through a solution focused approach ● Demonstrate a willingness to develop personally, learn from mistakes, and engage with the wider community of Admissions professionals in other Independent Schools <p>2. The post-holder will demonstrate the following qualities:</p> <ul style="list-style-type: none"> ● Excellent organisational skills ● Open-mindedness ● Consistency and loyalty ● Resilience ● Flexibility ● Determination ● Excellent interpersonal skills ● Outstanding communication skills ● A good sense of humour