

# Head of Admissions



Edgeborough



# An Introduction to Edgeborough

Edgeborough is an outstanding co-educational Preparatory School with approximately 380 pupils aged between 2 and 13. The School was founded in 1906 as a small, privately owned boarding school for boys and was registered as a charitable trust in 1966. The School became co-educational in 1992. The Pre-Prep and Nursery have been added subsequently.

The School is set in 50 acres of beautiful, rolling Surrey countryside in Frensham. It is extremely well resourced both in terms of buildings and staff. Facilities include a Sports Hall, Theatre, Music, Art, DT and Dance studios, state of the art Science and ICT facilities, Swimming Pool, an outstanding Boarding House and a large Astro-turf.

The pupils are polite and respectful, energetic and confident, while the teachers harness this enthusiasm with creative lessons and a friendly approach. Subject specific experts teach lessons in the Prep School while in the Pre-Prep pupils learn through exciting discoveries, entertaining topics and well structured lesson plans.

The School boasts an award-winning, in-house catering team. An exemplary Boarding House offers a nurturing home away from home. The Music, Arts and Design Technology departments encourage talent to win regular prizes and the dedicated sports staff have the enthusiasm to motivate each pupil to find a love of exercise and a healthy way of living alongside earning regular regional and national success. Investment in buildings, facilities and staffing provide a first class foundation for an exceptional school.

Edgeborough is non-selective. Pupils enjoy small classes and excellent teaching. There is a very successful Learning Support Department which gives provision to those who need support whilst fine tuning the learning of those who are most able.

The School enjoys a very strong reputation and the recent merger with Charterhouse has only enhanced this. Edgeborough is well-known for the successful preparation of boys and girls for entry to some of the country's finest Senior Schools. These include: Bradfield College, Canford, Charterhouse, Churcher's College, Cranleigh, Eton College, RGS Guildford, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, Monkton Combe, Priors Field, Radley, St Catherine's Bramley, St Swithun's, Wellington College and Winchester College. Overall entrance results are high and a large number of pupils have been successful in gaining scholarships throughout the disciplines.

More than anything else, however, our philosophy here is that happy children will thrive and succeed and our aim, therefore, is to facilitate a warm, nurturing atmosphere where children feel safe and happy.



# The Opportunity

## Why work at Edgeborough?

Edgeborough is one of Surrey's top Prep Schools and is a fantastic environment in which to work. The staff room is a warm, friendly and vibrant place with everyone pulling together in their quest to keep Edgeborough right at the forefront of Prep School education in the UK. Following our exciting merger with Charterhouse and with Daniel Cox joining us as Head from April 2022, the successful candidate will strategically partner with Daniel Cox and his leadership team.

This is a brilliant opportunity to become a leading member of a dynamic and hard-working team, full of people who are really committed to providing a first-class education for the children here.

There is a very positive buzz about Edgeborough which has resulted in significant growth recently – pupil numbers are up by 25% in four years in spite of the testing educational, economic and political climates. For the right candidate this is a very exciting chance to really help define Edgeborough's future.

The staff and pupils feel very lucky to be part of the Edgeborough community and this vacancy offers the chance for the right person to not only join our fantastic school but also to help ensure that Edgeborough continues to thrive long into the future. We are not complacent - Edgeborough is a great school but there is plenty more still to do and the new Admissions Registrar will play a key role in helping us in our continual quest for improvement.

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference then we would love to hear from you!



# Job Description

## The Role

The Head of Admissions is a key member of the School's Marketing and Admissions team and provides a vital function in being the principal point of contact for all prospective parents from initial enquiry to entry into the School. The Head of Admissions will oversee the admissions process, ensuring that all correspondence, communications and meetings with prospective parents and pupils reflect the high quality of the School's educational provision.

The Head of Admissions is directly accountable to the Head.

## Responsibilities

In addition to leading the Admissions function, which aims to develop the school roll to the required capacity, the Head of Admissions works closely with the Marketing department and directly supports certain strategic aspects of the Marketing role.

The Head of Admissions will actively assist the Marketing department in promoting the School, using established marketing literature, by direct contact and relationship building with parents and students, with existing and potential feeder schools, by attendance at marketing events to raise the awareness of the school, its facilities and educational potential.

The Head of Admissions also works closely with the School's Bursar to provide an accurate input for financial forecasting in respect of the current and forecast school roll.

### General Admissions Process

The Head of Admissions will be responsible for overseeing the complete admissions process from initial enquiry to the pupil joining Edgeborough.

This includes:

- Being the primary point of contact for all prospective parents
- Generating and responding to correspondence on enquiries
- Maintaining relevant records and statistics, including ensuring the School's Management Information System is kept up to date
- Meeting prospective parents and their children to discuss their admission
- Taking prospective families on tours of the school and its facilities
- Following up with prospective parents after initial visits and taster days
- Arrange induction meetings for new pupils and provide appropriate joining information to new starters
- Ensuring that prospective parents and pupils immediately feel part of the Edgeborough community by being included in School communications and being invited to appropriate School events
- Providing new pupils and their families with all necessary information to ensure that their entry to Edgeborough is a smooth and positive experience
- Seeking to understand the reasons why prospective parents do or do not decide to send their children to Edgeborough and feeding back to the Head, Bursar and Marketing Manager
- Advising the Bursar regarding the payment of registration fees and deposits
- Reporting to the Head and Bursar all changes to the school roll as they are confirmed, including those joining and leaving
- Maintain analyses of enrolment and admissions data, in order that this information can be presented at regular intervals to the School's Governors
- Keep appropriate records of leavers according to ISI regulatory requirements
- Ensure that the School's admission practices and procedures are up to date and compliant with all relevant regulations

# Job Description

## Admissions Events

The Head of Admissions will:

- Ensure that all relevant material is sent to prospective parents
- Organise Open Days in conjunction with the Marketing Manager
- Be in attendance at all events
- Ensure that all records and statistics are accurate and up to date

## Other

- Ensure all necessary student records and notes are kept up to date on school systems, including SEN and medical information, ensuring compliance with the School's policy on data protection
- Build and maintain good working relationships with the Edgeborough Leadership Team, all teaching and support staff (including administration, bursarial and marketing)

This job description serves as an outline of the duties involved in the post. The successful candidate will be expected to carry out any duties which may be reasonably required by the Head or Bursar.



# Person Specification

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- Substantial administrative experience in an office environment, ideally a customer-facing role within an educational establishment
- Experience of working in admissions in an independent school would be a strong advantage but not a prerequisite

### Skills and Abilities

- Willingness to work in support of the ethos of the school
- A high level of organisational and administrative competency
- Ability to maintain close and harmonious relations with work colleagues
- Ability to demonstrate successful and effective customer relations, communication and customer care skills
- Good oral skills and a sound command of written English
- Proficiency in Microsoft office and Management Information Systems (knowledge of iSAMS preferable)

### Personal Qualities

- Above all, the successful applicant will be a team player
- Loyalty and commitment to supporting Edgeborough School
- Ability to work well under pressure
- Have an outgoing, confident and positive personality
- Be a pro-active person of integrity, drive, energy and stamina
- Be capable of showing initiative including the ability to think ahead and work flexibly and independently
- Be a creative problem solver with an eye for detail who is capable of applying analytical skills to business matters
- Have an excellent telephone and personal manner

# Terms of Appointment & How to Apply

## Terms of appointment and conditions of the post

This is a full time, 52 week position. There will be a requirement to work flexibly, including occasional weekends and evenings. The remuneration package will be according to qualifications and experience appropriate to the level of this post.

Appointment will be subject to the receipt of satisfactory references and relevant DBS checks.

## How to apply

The School's application form should be downloaded from [www.edgeborough.co.uk/work-for-us/](http://www.edgeborough.co.uk/work-for-us/) and will need to be completed, along with a current curriculum vitae and a letter of application explaining how you fit the requirements of the role. All documentation should be sent to [recruitment@edgeborough.co.uk](mailto:recruitment@edgeborough.co.uk). References will not be taken without prior approval but will be required before the post is confirmed and almost certainly before the final round of interviews. All interviews will be held at Edgeborough.

The closing date for applications is noon on Wednesday, 20th April 2022

Interviews will take place week beginning 25th April 2022

Edgeborough 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 Disclosure and Barring Service. Edgeborough is similarly committed to being an equal opportunities employer - we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

