

WYCLIFFE COLLEGE
JOB DESCRIPTION



JOB TITLE:	Prep School Admissions Manager		
DEPARTMENT:	Marketing and Admissions	SCHOOL:	Prep
REPORTS TO:	Director of Marketing and Admissions		
PRINCIPAL PURPOSE:			
To manage the enquiries and admissions process and ensure the efficient application, registration and reservation of prospective pupils from the UK and international markets from the ages of 3-13.			
KEY TASKS:			
<p>Admissions</p> <ul style="list-style-type: none"> • Be the first contact for all enquiries and maintain a high level of quality, consistency and personalisation throughout all communications. • Manage the new pupil enquiry and joining process for initial contact through to arrival in school. • Maintain and be accountable for the enquiries information and registrations on iSAMs database. • Send out prospectuses and joining information and ensure appropriate, timely and relevant follow-up for each point of contact. • Manage the Prep School Open Events in liaison with the appropriate teaching staff and Director of Marketing and Admissions • Regularly report on the pupil recruitment position and agent performance as required. • Manage the international recruitment process including the UKVI visa application process and working with agents. • Assess potential new international pupils through their video call interviews, reports and CAT tests to make recommendations to the Head of the Prep School. • Undertake tours of the Prep School with prospective families. • Support the travel function for the international pupil transfers with the Admissions Team, involving some out of hours work. <p>Marketing</p> <ul style="list-style-type: none"> • Attend external events as required • Create all new joining literature and communications related to the admissions process • Compose and implement all mailings to the enquiry database in respect of marketing campaigns • Update the admissions section of the website and use social media in liaison with marketing. • <p>To work with the following</p> <ul style="list-style-type: none"> • Daily liaison with the Marketing Manager and Director of Marketing and Admissions • Regular liaison with the Senior Admissions Manager to ensure consistency and best practice • Daily liaison with the Prep Head and Prep Head’s PA concerning pupil recruitment • The Prep Head and Head of Learning Support in deciding on offers of place. 			
OTHER TASKS:			
<ul style="list-style-type: none"> • Understand and comply with the College’s Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children. • Understand and comply with the College’s Health and Safety Policy Statement. • Understand and comply with the College’s GDPR and Data Protection Policy. 			

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- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of College and/or the Chair of the Council of Trustees may reasonably assign.

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PERSON SPECIFICATION



JOB TITLE:	Prep School Admissions Manager
DEPARTMENT:	Marketing and Admissions

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/References B - Interview C - In-tray exercise
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> Experience of working in Educational Admissions or in a customer-facing role Experience of working with international agents Empathy with an independent boarding school ethos 	E D D	A B B
SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none"> First class communication and customer service skills An authentic sense of warmth and being able to connect with 3- to 12-year-olds Creative thinker with ability to use initiative Proven ability to deal with a variety of people from a wide-range of backgrounds and different nationalities Excellent working knowledge of Microsoft Office High attention to detail with ability to multi-task and prioritise workloads Confident in working with data and ability to identify recruitment trends 	E E E E E E E	A/B A/B A/B A/B A/B B A
EDUCATIONAL QUALIFICATIONS		
<ul style="list-style-type: none"> Level 6 Qualification (or equivalent) or above in a relevant subject 	E	A

