



CRANLEIGH PREP SCHOOL

JOB DESCRIPTION

ADMISSIONS ASSISTANT

ROLE PROFILE:

The main aspects of the role are as listed below but these are not exhaustive. There may be occasions where additional hours are needed to support events related to Admissions during weekends and evenings.

MAIN DUTIES:

The responsibilities of this post are:

- Working closely with all members of the Admissions Department.
- Distributing promotional literature (print & digital) to parents.
- Preparing materials, managing attendee lists & attending Open Mornings, Taster Events, Assessment Days and Individual Visits.
- Filing, scanning, photocopying and ordering stationery.
- Covering Reception duties during lunch break every weekday and deputising the Receptionist when absent to produce the daily register.
- Database entry & first-line support for the Admissions Database systems and updating information and records:
 - Inputting enquiry information & correspondence;
 - Requesting, scanning and uploading School Reports & Specialist Reports (e.g. EP);
 - Inputting registration details;
 - Updating feeder school contacts and records;
 - Requesting & tracking passports and birth certificates & other forms of identification;
 - Tracking all events and visits;
 - Annual cleansing of year groups;
- Planning and invigilating Ad Hoc testing days for late applicants
- Proof-reading exam papers and arranging sufficient copies for exam dates
- Producing & securely storing the Admissions Register
- Touring prospective families
- Assisting as required with Senior School Admissions Events including assessment days
- Taking responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use policies.

- Any other reasonable duties as directed by the Director of Operations, Head of Admissions or Registrar/Director of Admissions.

PERSON SPECIFICATION

RELEVANT EXPERIENCE/KNOWLEDGE

- a proven track record in a customer facing role.
- excellent organisational and administrative skills with effective use of ICT and demonstrable experience of Microsoft products especially excel and word
- experience with databases and database analysis
- working knowledge of list development, maintenance and distribution
- experience of events management and attendee list maintenance

PERSONAL SKILLS

- an enthusiastic and versatile team player, able to work with a variety of different stakeholders to ensure the efficient and successful organisation of pupil recruitment and promote the ethos of Cranleigh School
- able to maintain confidentiality and to be discreet
- welcoming and confident telephone manner
- good interpersonal skills and ability to communicate effectively verbally and in writing
- excellent attention to detail
- ability to multi-task and co-ordinate logistic requirements
- a proactive approach to work
- ability to work both independently and as part of a team
- ability to work under pressure and meet deadlines

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. The post holder will be subject to a DBS check.