

## JOB DESCRIPTION

<b>Job Title</b>	Admissions Officer
<b>Department</b>	Admissions
<b>Function</b>	Admissions
<b>Reports to (Job Title)</b>	Director of Admissions
<b>Location</b>	Admissions Office, Barby Road, Rugby

### JOB PURPOSE

The post holder will be a member of the Admissions department working closely with the Director of Admissions and the Admissions Team. Collaboratively they plan and organise and complete the admissions process for students applying to Rugby School.

### KEY RESPONSIBILITIES

- Responsibility for Day House applications for Year 9 entry; managing the admissions journey from initial enquiry, arranging prospective family visits, processing registrations, co-ordinating assessments, producing offers and processing acceptances.
- Responsibility for the Arnold Foundation award applications, a specific award for year 9 and year 12 boarding entry. Working closely with partner organisations, partner schools or via direct family applications providing key guidance from initial enquiry to preliminary checks, processing registrations and co-ordinating assessments to producing offers and processing acceptances, working in close conjunction with our bursary to due diligence is maintained.
- Co-ordination of key assessment days throughout the year (including some Saturdays), ensuring preparation of key documents are delivered, scheduling all candidate entrance tests and interviews and timely communication is provided to candidate families, delivering accurate information to ensure assessments run smoothly on the day.
- Co-ordinate open evenings for Day entry prospective families. Process all online booking requests and invitation mailshots of all relevant contacts within Metis to create accurate event attendee lists. Liaison with key stakeholders and booking key suppliers to ensure the event runs smoothly. Be the first point of contact for families at the event and ensure post event follow ups are complete.
- Arrange personal visits for Day entry prospective families following a booking process, creating personalised visit itineraries, recording all visits accurately on Metis and ensuring post visit follow ups are complete.
- Build effective relationships across the school and its wider community in order to promote the School.
- Manage telephone and email enquiries from prospective parents in a timely and professional manner.
- Welcoming and accommodating visitors to the Admissions Department, ensuring their needs are met.
- Welcoming and professional when dealing with visitors to the school and over the telephone and via email.

- Maintain confidentiality of data at all times, ensuring that you meet the requirements of Rugby School’s Data Protection policy.
- Assist in the production and distribution of School publicity material and prospectus requests.
- Maintain and manage the information on the admissions database as required.
- Produce database reports as directed by the Director of Admissions.
- To maintain up to date training on all Safeguarding requirements for the school including (but not limited to) Child Protection Training, reading KCSIE and the relevant school policies and procedures, when directed to do so.
- Work with the Director of Admissions and the Team to arrange visits from prospective parents and students, and to support the process from initial enquiry to the pupil entering the school.
- Liaising with the academic and House Staff to prepare itineraries for prospective parents and students when they visit the school.
- To process incoming applications in accordance with our processes.
- Work with the Team to organise and administer Scholarship and Arnold Foundation award assessment days, including entrance tests, attend Open days (including some Saturdays).
- Liaise with the Team to ensure enquires regarding Scholarship and other Awards and bursary assistance are followed up in a timely and appropriate manner.
- Support the team with Child Student Sponsorship applications.

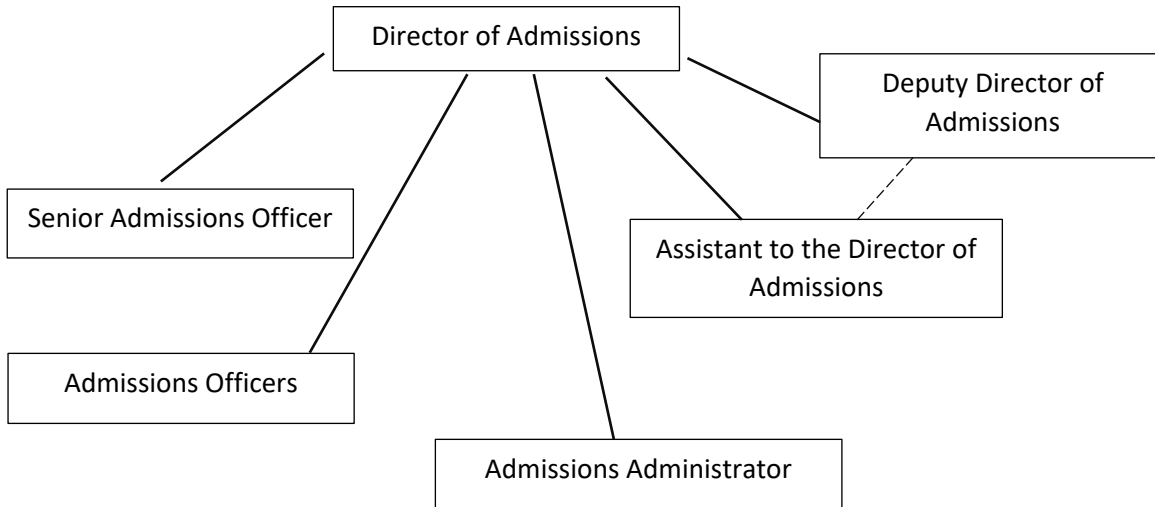
#### ACCOUNTABILITIES

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Promote an excellent customer service experience.
- Promote positive and constructive communication with families making their first contact with Rugby School as potential customers, and who are not familiar with Rugby School.
- Promote positive relationships with feeder schools.
- Promote positive relationships with Arnold Foundation partner organisations.
- Promote positive working relationship with Hms, HoDs within Rugby School.

#### RELATIONSHIPS

Internal	External
Hms, HoDs, Catering, Porters, Academic Office, Development Office, Exams Office, Bursary	First point of contact for potential customers, Feeder Schools, Arnold Foundation Partner Organisations

## ORGANISATIONAL CHART



## PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	8 GCSE's or above, including Maths and English or equivalent.	Educated to A-Level and above.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
<b>Experience</b>	Experience of working in a busy administrative department. Experience of dealing with customer facing work. Experience of working with a database.	Prior working experience in an educational environment.	Contents of the application form. Interview. Professional references.
<b>Skills</b>	Excellent Interpersonal and Communication skills both written and verbal. Ability to establish effective relationships with those individuals you deal with.	Experience of events management.	Contents of the application form. Interview. Professional references.

	<p>Outstanding oral communication skills both face to face and on the telephone with the ability to sell the school in an appropriate manner to a diverse range of audiences.</p> <p>High level of organisational and administrative competence.</p> <p>Excellent IT skills.</p>		
<b>Knowledge</b>	<p>Proficient in the use of Microsoft Office Suite applications (Word, Outlook, Excel, Forms, etc)</p>	<p>Educational knowledge preferred but not essential.</p> <p>Experience of working with iSAMS and Metis.</p>	
<b>Personal competencies and qualities</b>	<p>Excellent phone and personal manner and smart professional appearance.</p> <p>Confident, positive and enthusiastic attitude at work.</p> <p>Ability to organise and prioritise workload.</p> <p>Excellent eye for detail.</p> <p>Discretion.</p> <p>Self-starter.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with</p>	<p>Awareness of child welfare and child protection issues within an educational setting.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

	<p>challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		
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