



## **Admissions Administrator (Full Time - term time only)**

### **The College and The Prep**

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 to 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

### **The Role**

We are seeking a dynamic, enthusiastic and highly organised person to join our team as an Admissions Administrator. Reporting to the Admissions Manager, you will assist the recruitment of pupils to College, from initial enquiry to joining. You will have a track record in customer service with strong administrative and communication skills. With an ability to multi-task and with an excellent telephone manner, you will have great attention to detail. Being client facing you will need to be comfortable with welcoming families to College and speaking to them on the phone. The ability to work under pressure, whilst maintaining accuracy and a positive outlook, is important and excellent IT skills are essential. As part of the Admissions team, you will maintain a focus on continuous improvement and work as part of the team to suggest and implement better ways of working. This role provides an opportunity to join a dynamic and busy area of College.

### **Job Description**

- Use the Admissions database to ensure accurate and timely record keeping following standard processes in the following areas:
  - Enquiry
  - Registrations
  - Offers
  - Acceptances
  - New starter information
  - Withdrawals

- Respond to enquiries from prospective parents whether email, telephone or face to face in a polite and friendly manner ensuring any queries are properly followed up
- Send prospectuses and other information to Prospective Parents as required
- Support all matters relating to international pupil applications including:
  - Sending Exam Papers
  - Liaising with agents
- General administrative duties including:
  - Management of incoming and outgoing mail
  - Filing, photocopying, ordering & researching
  - Assisting with departmental correspondence
  - Recording the return of information and forms from parents
- Work with the Admissions Manager to develop, review, revise and optimise admissions-related procedures and processes
- Any other duties that fall within the spirit of the job description

### **Skills and Characteristics**

- Excellent administrative and organisational abilities, very methodical with the ability to use initiative, prioritise workload and meet strict deadlines
- Strong written and oral communication skills with a keen eye for detail
- Strong interpersonal skills, including an excellent telephone manner, for communicating with parents, pupils, schools and all staff
- Strong IT and database skills with a can-do attitude towards data entry and the use of analysis to help make decisions
- Strong ability to work as part of a team; friendly, co-operative, enthusiastic and supportive to colleagues
- Professional appearance and discreet at all times

### **Terms and Conditions**

- Salary between £21,500-22,500 dependent on experience
- 37.5 hours per week (normally 08:30 to 17:00 with an hour for lunch), although a degree of flexibility will be required to suit the needs of the business.
- The post is for term time only
- Pension Scheme (after satisfactory completion of probation scheme)
- Members of staff can use the College Sports facilities at staff allocated times
- School lunch during term time
- Subsidised health scheme membership (Benenden)

**March 2023**