



## Prep Admissions Lead

### The School

The Prep School [3-13] is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

The Pre-Prep is very much part of the Prep School, occupying self-contained buildings at the heart of the school campus. Staffed by specialist Early Years teachers, the aim is to provide a stimulating and happy environment in which children can develop intellectually and socially to reach their potential.

The Prep Admission Team supports the recruitment of all new pupils from ages 3 – 13. The Admissions team works closely with Marketing and forms a vibrant, professional, creative, and friendly working environment within The Prep School.

### Job Description

The Admissions Lead reports to the Assistant Head Admissions, and is a crucial part of the Admissions Team, administering all matters relating to the admission of pupils to The Prep. The role will provide on occasion sole cover for the Admissions Office at the Prep School during parts of the school holiday period with support from other members of support staff outside the team and from the Assistant Head by email/phone.

The key responsibilities of the role are to:

- Respond proactively to all enquiries from Prospective Parents and Agents by email, telephone and in person in a warm and positive manner.
- Assist with the processing and sending of follow up communication for all enquiries, registrations, offers and acceptances, ensuring procedure adherence.
- Use the database to administer all aspects of the Admissions process, ensuring all information is accurately stored and thus providing one true source of information.
- Acknowledge fees and deposits through liaison with Accounts.
- Liaise with Bursary team re fee queries, bursary enquiries.
- Maintain all prospective pupil files in an accurate and efficient manner.
- Work as part of the team to develop, review, revise and optimise admissions related procedures and processes.
- Liaise with Marketing to ensure Admissions generated materials are on-brand.
- Take over the client once they have registered and all required paperwork is in order.
- Chase references
- Collate all feedback and assessment results to share with SLT for final decisions.
- Send out offer letters.
- To maintain the safety of the children during directed hours.
- Ensure the Nursery Days spreadsheet is up to date.

- Ensure both Isams and paper files are complete before moving to Final Acceptance.
- Convert to Final Acceptance.
- Oversee the New Joiner process.
- Liaise with the Head of Compliance to ensure all visa requirements are in line with regulations
- Work closely with College Admissions to ensure papers are up to date
- Oversee the external applicant process for Entrance@11
- Work with the Headmaster's PA on rollover.
- Manage mailing and return of documentation for e.g. Joining Instructions and Recruitment Events
- Support and administer the arrangements for, and assist in hosting, all Admissions events:
- Open Mornings
- Entrance Days
- Information Evenings and other recruitment events
- Any other duties that fall within the spirit of the job description

### Person Specification

- Strong interpersonal skills, including the ability to create a warm and positive customer engagement experience for prospective pupils and their parents.
- Excellent administrative and organisational abilities, very methodical with the ability to use initiative, prioritise workload and meet strict deadlines.
- Advanced IT and Database skills with a can-do attitude towards data recording and entry, along with 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.
- Strong written and oral communication skills with a keen eye for detail
- Professional appearance, discreet at all times, with a sense of humour
- Knowledge of the independent education sector plus experience in an admissions environment an advantage but by no means necessary

### Terms and Conditions

- Salary on College scale, Grade E/F depending on experience.
- Paid annual leave at 23 days per annum rising to 25 days per annum on completion of 5 years' service.
- The post is permanent.
- Hours of work will be 37.5 hours per week for 52 weeks of the year.
- School lunch available during term time.
- Use of College sports facilities (at staff allocated times).
- College pension scheme after qualifying period.
- Subsidised Health Scheme Membership (Benenden).
- Discounts for College Staff at local retailers and businesses.