



# BURGESS HILL — GIRLS —

## JOB DESCRIPTION

**Job Title:** Admissions Assistant

**Line Manager:** Head

**Responsible for:** No direct reports

### JOB SUMMARY

Responsible for the recruitment of overseas students whilst providing support to the Admissions Officer with the recruitment of UK students across the whole school from Nursery to Sixth Form.

### PRINCIPAL ACCOUNTABILITIES

- Develop a detailed understanding of and arrange the Tier 4 visas for overseas students, ensuring the administration is up to date and that the School is compliant in this area at all times.
- Keep up to date with the legislation and compliance requirements for overseas student recruitment.
- Proactively follow up on all admissions leads, respond to queries from prospective parents in a timely manner and arrange taster days for prospective students, liaising with colleagues across the whole School.
- Organise assessment testing for prospective students.
- Organise SKYPE interviews for overseas students.
- Provide detailed and up to date statistics on admissions for the Executive SLT and Marketing Consultant on request.
- Provide and suggest new ways in which this process can be improved.
- Provide detailed feedback on reasons for applicants declining a place or failing to register, to ensure this is fed back into the overall marketing plan.
- Support with the organisation of the scholarship process for new and existing students, ensuring the delivery of correct papers, effective invigilation, marking of scripts and appropriate communication of results, whilst maintaining an efficient and welcoming service to prospective students and parents.
- Support the Head of Events with the organisation of overseas recruiting visits in order to develop and maintain a presence in various markets.
- Support the Head of Events in producing innovative and effective open days and other admissions events.
- Arrange tours for overseas agents and prospective parent visits.
- In conjunction with the Admissions Officer, maintain the Admissions section of the ISAMS database ensuring it is accurate and compliant with regulatory requirements at all times.

### CONDITIONS OF SERVICE

Full-time role (37½ hours pw) with an hour for lunch Monday to Friday  
52 weeks a year, less holiday entitlement of 5 working weeks (increasing to 6 weeks after 5 years' service)