



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: UK and International Admissions Officer

Line Manager: Head

Responsible for: No direct reports

JOB SUMMARY

To be proactive, efficient and effective in recruiting UK and International students that meet the requirements of the school's Strategic Marketing Plan. A whole school role, covering all admissions from Nursery to Sixth Form.

PRINCIPAL ACCOUNTABILITIES

- Identify and establish regular contact with agents, feeder schools and nurseries to ensure the school is well known and suggest ideas for relevant events linked to the Marketing Plan.
- Identify prospective markets for the school in terms of overseas and local students.
- Maintain the contact and links established with local and international schools.
- Work with the Marketing Consultant and Head of Events & Offterm to implement and further develop strategies for attracting and retaining top quality students from the UK and overseas markets.
- Proactively follow up on all admissions leads, respond to queries from prospective parents in a timely manner and arrange taster days for prospective students.
- Provide regular written reports to the Head and Senior Leadership Team and where requested, show recent and forthcoming activity and progress against targets.
- Provide information for the Executive SLT and Marketing Consultant on request.
- Provide detailed and up to date statistics on admissions and suggest new ways in which this process can be improved.
- Provide detailed feedback on reasons for applicants who either decline a place or fail to register, to ensure this is fed back into the overall marketing plan.
- Manage the process of assessment for all prospective students.
- Whole School 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.
- Organise overseas recruiting visits in order to develop and maintain a presence in various markets.
- Support the Head of Events & Offterm in producing innovative and effective open days and other admissions events.
- Co-ordinate and run prospective parent visits, liaising closely with the Head, Head of Junior School and Nursery Manager as well as other relevant staff to ensure that each visit addresses specific questions and interests of the family concerned.

- Maintain the Admissions section of the ISAMS database ensuring it is accurate and compliant with regulatory requirements at all times. Work with the Data Manager to enhance the functionality of the database for admissions purposes.
- Liaise with the Tier 4 Company responsible for the student visa process for overseas students ensuring these are up to date and the School is compliant in this area 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)