



## Admissions Secretary

We are seeking a friendly, highly organised Admissions Secretary to join a wonderful team in a flourishing school. The role is full time.

Windlesham School is a warm, friendly and stimulating environment in which all children can reach their full potential. Throughout the School, we aim for the all-round development of a child, emphasising literacy and numeracy, together with the acquisition of skills needed for them to deal with our ever-changing society. We nurture self-esteem, self-discipline and independence. We also believe in developing a sense of civil and environmental responsibility and maintaining excellent standards of behaviour. Children are encouraged to show respect, concern and care for others at all time.

## Terms and Conditions

This post is advertised as full time. All new positions at Windlesham School are on probation for the first year. Salary will vary depending on experience but will be in the range of £21k-23k.

The successful candidate will be auto-enrolled into the School's Group Pension Scheme with Scottish Widows. The minimum employee contribution is 5% of the gross salary, however individuals are free to contribute more. The employer contribution is 3% of the gross salary.

The closing date for applications is Tuesday 30th August 2022 at 5pm. Interviews will be held on Monday 5<sup>th</sup> September 2022.

The role will start on Wednesday 4<sup>th</sup> January 2023.

## Role Description

- To be the face and voice of Windlesham School, providing a welcoming, warm, professional and efficient point of contact between prospective families wishing to apply for a school place.
- To be the first point of contact for prospective parents wishing to apply for a school place.
- Oversee communication with prospective parents by telephone, email and letter and at school events.
- Provide an approachable, welcoming and timely response service to enquiries concerning pupil admissions.
- Ensure that all enquires are followed up in accordance with agreed procedures and timescales.
- To arrange and undertake campus tours with prospective families.

190 Dyke Road, Brighton, East Sussex, BN1 5AA

01273 553645 | [windleshamschool.co.uk](http://windleshamschool.co.uk)

## Preparing children for life



- To actively contribute and be involved in the organisation of taster days and recruitment events.
- To manage applications and procedures for bursaries and scholarships.
- Ensure the Finance Department is promptly informed of pupil leavers, new starters and any changes in financial assistance, so that fee billing is accurate.
- To remain informed of current statutory Admissions codes and to advise SLT of any changes or actions required.
- To contribute to the analysis of student numbers and take appropriate steps including forward planning in response to findings.
- To deal with all Admissions correspondence including inputting data onto Engage and monitoring this data over time and generating internal reports as required.
- To chase and receive student files from school transfers.
- To provide any admissions and roll information for Governors as requested
- To ensure that student data is entered accurately and to maintain student records on Engage.
- To implement the Admissions Procedures for the school in line with the Admissions Policy.
- To manage the data on student roll maintaining on/off roll records and producing a weekly report for SLT.
- To take lead responsibility for managing the effective processing of all applications for the admission to the school.
- To co-ordinate new admissions meetings.
- To ensure that the schools' admissions register is up to date and ISI compliant.
- To ensure the school's admissions and data management is compliant with GDPR.
- Requesting safeguarding records for new pupils and sending safeguarding records for leaving pupils.
- To ensure all overseas students have visas that meet UKVI requirements.
- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage with safeguarding training when required.
- Support the running of the School Office when relevant colleagues are absent

## **Marketing**

- Contribute generally to the positive promotion and marketing of the school in the local and wider community.
- Maintain a marketing action list for the school, allocating tasks and monitoring your own and others performance to achieve our marketing goals.
- Develop, embrace and utilise to school's brand values to best effect to differentiate our positioning, ensuring these brand values are appropriately reflected in all school communication and at school events.
- Develop and implement an effective digital and social media strategy.
- To maintain copy and content for the admissions area of the school website.
- Undertake regular market and competitor research and analysis to inform plans.



- Provide an oversight of the school's website, with responsibility for its evolution, update and accuracy from a marketing and admissions perspective.

## Finance

- To administer and process orders and invoices in line with the school's financial procedures.
- To provide administration of school lettings
- To process invoices, raise cheques and BACs payments passing these forward for authorisation and payment in accordance with the school's established procedures.
- To support SLT with responsibility for recruitment in developing and enhancing the recruitment process.
- To correspond with suppliers regarding enquiries, invoices etc.
- To input school fund transactions including collection of trip money and ensure accurate recording in the financial management system.
- To safely transport monies to the designated bank as required.
- To provide administration of school lettings.
- Inputting supplier and staff details as templates
- Record payments on Sage
- Chase outstanding fees and alert management to accounts in arrears
- Produce paperwork required to change signatories etc.
- To raise invoices to external providers.
- To process purchase invoices and pass these forward for authorisation and payment.
- To administer and process orders in line with the school's financial procedures.
- To correspond with suppliers regarding enquires, invoices etc.
- To input Direct Debits into the school's financial management software.
- To input fee payments into the school's financial management software, including collections for trips and clubs.
- To chase outstanding fees and alert the Bursar to accounts in arrears.
- To input supplier and staff bank details as templates.
- To pay all cash and cheques into the school's bank.
- To produce paperwork required to change signatories etc.

## Personal Specification

### Knowledge and Experience

Experience of working in school admissions	Desirable
Excellent ICT skills e.g. confident and adept in use of Microsoft applications such as Word, Excel, Sharepoint and database input	Essential
Evidence of substantial administrative experience in a complex organisation	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Knowledge of safeguarding issues	Desirable



An understanding of the principles of marketing and how these relate to this role	Desirable
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## Communication

Excellent interpersonal and communication skills including the ability to relate to people on all levels with sensitivity, tact and diplomacy	Essential
Excellent command of written and spoke English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Evidence of using emails extensively as a primary form of communication and an understanding of appropriate tone and content	Essential

## Teamwork and Motivation

Flexible and be able to work as part of a team	Essential
An understanding of when issues need to be referred to line manager	Desirable

## Liaison and Networking

The ability to develop successful business relationships	Essential
An understanding of the stress felt by parents during the admissions process and the ability to empathise	Essential

## Service Delivery

Accuracy and attention to detail	Essential
Knowledge and understanding of effective customer care	Essential
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential

## Planning and Organising Resources

First class organizational and administrative skills, with the ability to remain calm under pressure and to work to tight deadlines:	Essential
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systematic in approach to tasks, with attention to detail	
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential

## **Analysis and Research**

Able to analyse and report on statistical data	Essential
An understanding of competitors and the marketplace in which we operate	Desirable

## **Attitude and Approach**

Professional, honest approach to the role with a true understanding of the importance of this role	Essential
The flexibility to occasionally work outside of 'normal office hours' as needed	Essential
Professional but friendly demeanor in relating to all members of the school community	Essential
A willingness to become involved in school events and activities	Desirable