



HOLMWOOD HOUSE SCHOOL

Job Description and Person Specification

Job Title: Admissions Director
Reporting To: Head

Hours of Work: Your normal hours of work are 08.00 a.m. to 4 p.m. (with one hour for lunch) Monday to Friday although you may have to work such additional hours as reasonably required by the School*

The post holder will be responsible for the recruitment and retention of pupils to Holmwood House School and Nursery. The Director of Admissions will join us in this crucial leadership role which holds responsibility for developing innovative admissions strategies and overseeing their effective implementation to ensure we continue to recognise, understand and deliver the understandably high expectations and emerging needs of parents and pupils, both existing and prospective.

Relationships

- To act, at all times, as an ambassador for the school
- Ensuring the reputation of the school through initiating, developing and maintaining high quality those relationships with prospective and current parents
- Assuring that parental interactions and communication with staff is of a consistently excellent standard, through developing the systems and approaches in the front office and through developing staff
- Monitoring the schedule of communication with current parents

Admissions and Marketing

- Responsible for the implementation of efficient processes and systems for Nursery and School admissions
- Provide a warm and welcoming and efficient point of contact between parents and the School concerning all aspects of the admissions process
- Build and maintain for as long as necessary an inclusive relationship between the School and prospective families, identifying any point of interest, ensuring that swift communication is employed.
- Ensuring that all staff are trained effectively so they can play an appropriate part in supporting or processing admissions
- Ensuring the completion of paperwork involved for all new pupils, as well as those leaving the school
- Conduct follow-up calls to parents who did not choose the School, to build awareness of where the school loses pupils to, and areas for improvement
- Deliver and develop pro-active support, ensuring effective communication and information provision for all families; from pre-arrival through to completion of studies
- Liaise with the Bursar and Finance Manager regarding applications and advise with regard to payment of Registration fees, deposits and monies paid
- Ensuring roll over of students is done on or before the end of the academic year

- Helping to arrange and run admissions and school events, including Open Days, taster days, information evenings etc
- Manage admissions data by effective use of the School's Management Information System (iSams and HubSpot) from initial enquiries to pupils leaving, including maintaining the database of prospective pupils and updating changes of contact details and status
- Ensuring new parents receive relevant documentation; assist with form allocation and prepare pupil induction materials as required; and provide relevant teaching staff with the required documentation relating to new pupils and their induction
- Identify where the admissions pipeline lacks an appropriate number of enquiries to achieve the budget number and ensure that the Headmaster and Marketing are aware of the shortfall and can implement necessary actions
- To provide regular updates regarding pupil numbers with an analysis summary for the Head and Governors
- Ensure weekly and monthly KPI reporting and monitoring is in place at the School, and participate in monthly discussions with your Head and Bellevue Group Marketing so that the data is being used effectively to guide marketing and admissions actions
- Support with coordinating the school's Holiday provision - mainly summer school during the summer months, but this could extend further during other holidays

Supporting the Head

- Provide confidential administrative support to the Head and ensure that correspondence and enquiries or problems are dealt with in an appropriate manner
- Manage the admissions diary for the Head, ensuring that the Head has all details/paperwork necessary prior to appointments
- Ensuring the office have the ability and skills to support the Head and deputise for this role

Person specification

- High level of interpersonal skills with the ability to build positive relationships with staff, parents and other stakeholders
- Ability to see the big picture, prioritise tasks and use initiative
- Appropriate professional qualifications; eg degree educated preferred
- Ability to understand and respect the need for discretion, sensitivity and confidentiality
- Excellent written and verbal communication skills,
- Excellent ICT skills
- Supports the school's commitment in safeguarding and promoting the welfare of children and young people

***Working hours & Weeks:** Your normal hours of work are 08.00 a.m. to 4 p.m. (with one hour for lunch) Monday to Friday although you may have to work such additional hours as reasonably required by the School. Remuneration for work outside your normal hours of work is at the discretion of the Head. You are employed to work full time at school for all term time weeks plus 1 week during October half term, 1 week during the first week of the Easter holidays (March) and 1 week during the first week of the summer holidays (July) and 1 week for the last week of summer holidays (August). The remaining weeks of holiday should be worked from home, when not taking annual leave, and your working hours should not be more than 12 hours per week.

Disclosure and Barring Service (DBS)

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below. • Passport • UK driving licence • A UK Birth or adoption certificate • EU photo identity card • A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately. A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide>

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit. If you have any queries about your application or the recruitment process, please contact the front office on 01206 574305 or email headmaster@holmwood.house