



Durham Cathedral Schools Foundation

ADMISSIONS OFFICER (senior school)

Job Purpose

Durham School is seeking to appoint an Admissions Officer to work as part of its Admissions and Marketing team. As a first point of contact for prospective parents, a warm, professional, energetic and helpful personality is necessary to ensure that all enquirers receive a first-class service.

Line Manager:	Director of Admissions & Marketing
Based:	Durham School, Quarryheads Lane, Durham, DH1 4SX.
Work hours:	8.30am-4.30pm (includes some weekend working, flexibility expected and given)
Annual leave:	25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas
Interviews:	Applicants that can evidence experience and skills to meet the criteria will be interviewed on a rolling basis.
Start date:	Immediate

The role

The senior school Admissions Officer is responsible for the smooth running of the admissions process for domestic applicants to Durham School (ages 11-18).

The Admissions Officer is the main point of contact for parents from enquiry through to their child being admitted in school.

The role holder will manage the annual admissions calendar for senior school and coordinate sign-ups for Open Mornings, attendance at entrance assessments and manage scholarship applications and assessments.

They also take charge of ensuring the necessary paperwork is in place prior to a child's enrolment in school.

This is a busy role which would suit a highly organised person who also enjoys interaction with parents and children. They are also skilled at working with colleagues from both academic and non-academic backgrounds to ensure the admissions process delivers the best possible customer experience.

Responsibilities

This is a wide-ranging role which includes the following main responsibilities:

- Organise the logistics of prospective parent/pupil visits to the school, liaising with all

key stakeholders including Senior Leadership, Heads of Department, senior house staff and pupils.

- Coordinate the logistics of all Open Days within the school for prospective pupils including attendance at events.
- Regular liaison with key staff involved in the admissions process.
- Assist in the organisation and coordination of all Scholarship and Assessment visits.
- Coordinate end to end administration of individual pupil applications.
- Maintain impeccable SIMS records for each applicant up to the point they are admitted.
- Provide data to the Headmaster and Director of Admissions & Marketing at key points in the admissions calendar.
- Organise individual tours for prospective pupils and their parents.
- Organise taster days for prospective pupils, including liaison with house staff and Heads of Year to ensure days are aligned to the child's interests.

Other duties include:

- Manage the stock of new enquiry packs (prospectus, brochures etc) for visiting families.
- In addition, all members of the department are expected to work flexibly to meet the aims and needs of the school and admin department. At this time this will involve jobs that are not directly related to admissions but support other members of the Admin team and for the good of the school.
- To undertake correspondence associated with enquiries and admissions
- To request and follow up pupil references
- To set up new pupil files
- To undertake all administration associated with visits
- To follow up enquiries
- To enter and maintain data on scholarships
- To arrange prospective pupil assessments and examinations, including internal and external communication as appropriate
- To invigilate assessments or arrange a suitable person to invigilate.
- To collate results
- To arrange for the marking of papers.

General

- To lead tours of the School as required
- Any other duties appropriate to the role as directed by the Director of Admissions and Marketing

Person Specification

- Knowledge of Microsoft office packages and databases
- A friendly, positive and professional attitude
- Knowledge of social media and other online marketing tools
- Attention to detail and accuracy in work
- Proactive approach
- Excellent communication skills
- Well organised and efficient
- Flexible approach to duties undertaken and working hours
- Ability to work under own direction and as part of a team

Ability to meet deadlines and prioritise work effectively

Conditions of Service

This role will be a full-time, full-year role.