



## Job Description

### Admissions Manager

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

**Working Hours:** 37½ hours per week, Monday – Friday 8.30am to 5pm, throughout the year. Due to the nature of the role, occasional evening and weekend working will be required including Open Mornings, Activity Morning, Prep Schools Challenge, General Entry Saturday interviews and General Entry assessment. Time in lieu will be given during the holidays for additional term time hours over 37½ hours per week.

**Responsible to:** Director-of Admissions

**Supported by:** Admissions Co-ordinator

#### Summary of the Role:

The Admissions Manager is responsible for delivering an efficient, positive customer journey for prospective and current parents. Maximising enquiry generation and conversion at each and every step of the process the role is pivotal in ensuring the schools maintain their vibrant pupil community to agreed levels. The primary responsibility will be managing and leading the complete admissions process from initial enquiry to the pupil joining. This includes maintaining relevant records and statistics, generating all correspondence on all enquiries, prospectus requests, registrations and applications; meeting prospective parents and their children to discuss matters pertaining to their admission and keeping appropriate records advising the Head, the Foundation Bursar, the Director of Admissions and appropriate senior staff.

#### Main Duties and responsibilities

1. Main point of contact for prospective families
2. Arrange prospective family visits/virtual meetings – contribution to weekly tour sheet
3. Liaise with Director of Admissions regarding prospective families
4. Arrange assessments for entry and scholarships
5. Generate offers of places for candidates
6. Contribute to admissions data and numbers
7. Assist with student visa process
8. Organise, attend and assist with prospective parent events eg Open Days, virtual tours etc
9. Attend and assist with external events eg school exhibitions, fairs, overseas trips etc
10. Provide cover support across Haberdashers' Monmouth School where required at the discretion of the Director of Admissions, in particular during school holidays

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• AMCIS Certificate in Admissions Management</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment with the ability to prioritise tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a database</li> <li>• Proven track record working in Admissions</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written</li> <li>• Highly articulate and a skilled influencer</li> <li>• Ability to work independently and as part of a team and under pressure</li> <li>• Excellent interpersonal skills, self-motivation and the ability to relate quickly and easily with pupils, parents and staff</li> <li>• Excellent organisational, IT (Microsoft Office) and administrative skills</li> <li>• Meticulous attention to detail</li> <li>• Passion and drive to meet targets</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and knowledge of UKVI Compliance</li> <li>• Understanding of international educational frameworks</li> <li>• Brand management and marketing experience</li> <li>• Training in GDPR matters</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Dynamic, driven and ambitious individual</li> <li>• Empathy with the ethos and aims of the independent school sector</li> <li>• Maintains confidentiality</li> <li>• Sense of initiative, creativity, sense of humour and a calm manner</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local area, feeder schools and competitor schools</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Willingness to undertake additional training (on occasion outside normal working hours)</li> </ul>	