



## Job Description

### Role: Admissions Manager

*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Accountable to:</b>	The Admissions Manager is directly responsible to and supervised by the Head of Marketing & Admissions and the Head who is responsible for the leadership and management of the College, together with other members of the Senior Leadership Team.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

To lead on and have overall responsibility for all Prep Department, Senior School, and Sixth Form aspects of admissions work in St. Francis' College. The successful candidate will be responsible for ensuring that the key objectives in terms of the number and calibre of new enrolments are met. The Admissions Manager will be line-managed by the Head of Marketing & Admissions and the Head of St. Francis' College but will also work directly with ILG for support, advice and guidance across both domestic and international recruitment.

#### Main Duties and Responsibilities

##### Admissions

- Manage and implement an efficient and effective admissions procedure in an approachable and welcoming manner ensuring all enquiries are followed up in accordance with agreed procedures and timescales (usually within 48 hours).
- Ensure that all enquirers and applicants receive a positive impression of the school, from enquiry, arranging visits, registration, assessment/entrance tests, taster days and interviews, to making offers, acknowledging acceptances, and enrolling new pupils.
- Managing, maintain and create online entrance tests for UK, International and scholarship applications.
- Ensure all entrance examinations taken overseas are invigilated according to the admissions procedures by coordinating with agent/applicant's family.
- Assist the Head with the process of making offers, sending out offer documentation and forms, maintaining records of responses, and regularly updating them on Digistorm and the St. Francis' College Admissions Database. Initiate appropriate follow-up in relation to offer documentation. Distribute Welcome Packs/Handbooks and other documentation for new applicants.
- Advise the Finance department regarding student changes in status (day to boarding and vice versa). Ensure that the Finance Department is promptly informed of pupil leavers, new starters and any changes in financial assistance e.g. scholarship discount, so that fee billing is as accurate as possible.
- Keep the School's Admissions Database up-to-date, ensuring that all stages of the admissions process from initial enquiry to offer, including entrance assessment results, contact information, agent tracking and, where relevant, withdrawals are entered into the database.
- Once a student/family has accepted the offer from the College, ensuring that we have all pupil data and documentation uploaded on to the Pupil Database.

- Working and organising all Open events, Taster Days, Induction days, Parent Information Events, Welcome evenings and other relevant events to give as full a flavour of St. Francis' College as possible. Including the co-ordination of input of members of staff from across the College. This may include evenings and weekends.
- Effective GDPR compliance knowledge and putting it in practice during the admissions process.
- Ensuring that all joining forms are obtained before students enrol at the College and upload all documentation on to ISAMS and Pupil Database before they start.
- Record all subject choices from accepted students before they start and share it with relevant members of staff.
- Compile and produce statistical information and other reports for the Senior Leadership Team and the ILG Head office staff as required.
- Ensure that all joining forms, parent packs, handbooks and other information is up to date before sending it out to new pupils.
- Manage waiting lists, such that, if required, additional offers can be made to ensure year groups remain full.
- Ensure that parents of new pupils receive relevant documentation; assist them through the admissions process and prepare pupil induction materials; provide relevant teaching staff with the required documentation relating to new pupils and their induction.
- Manage and coordinate the external scholarship applications, and process them through the admissions process, ensuring information is sent out to parents and supporting with the development of schedules and arrangements for the various test, meeting and interviews that this entails.

#### **UKVI – visas**

- Manage and oversee the processes for incoming and current pupils subject to immigration control and particularly those sponsored by Inspired Learning Group as a Child Student
- Responsibility and assisting with record keeping, reporting and ensuring that the company meets all the duties of its Student Sponsor License which includes:
  - Pupil immigration files
  - With the support of the Boarding House and Reception, all pupil tracking during any absence.
  - With ILG Head Office, all BRP card records and tracking of information on the company's database
  - With ILG Head Office, co-ordination the production of visa letters for overseas pupils allowing them to attend our Inspired Learning Group schools
- Work closely with the ILG Visa Department and company's specialist visa lawyers to oversee the visa application process for sponsored international students and ensure that the company meets the UKVI sponsor responsibilities as Authorising Officer
- With the ILG Head of International Marketing, undertake reference checks for agents as stipulated in the guidance by UKVI (two UK school references).
- Manage pupil files with correct visa information and upload on ISAMS.

#### **Communication**

- Maintain an agent database, ensuring all students enrolled are linked to their agent on ISAMS.
- Take an active role in the School's communication with agents, guardians, parents and pupils and feeder schools.
- Contribute generally to the positive promotion and marketing of the School.
- With the ILG Head of International Marketing, draw up agency contracts/agreements for all international agents in St. Francis' College and monitor commission invoicing for the Finance Department.
- Monitor, update and be responsible for all admissions information on the school's website

In addition, the successful candidate should support the College in working towards the vision as outlined by the Head and actively look to promote this. The role requires someone who enjoys communicating with prospective parents and staff as well as the whole school community, particularly the Marketing Department, to create an engaging and warm Admissions Department. This is a key role in the development of the school as it looks to expand its roll. The successful candidate should be empathetic to different family circumstances and treat families with sensitivity.

Whilst a background in Admissions would be beneficial, it is by no means a necessity in applying for this role. The ability to create the right culture built on enthusiasm and passion for the role combined with strong administrative skills are equally important. This role would also suit someone with strong skills in professions such as sales, hospitality and events planning (to name a few) as well as those with a teaching background up to at least middle leadership level who might be looking for an interesting career professional development opportunity.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**General**

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

**Training and Work Equipment**

The College will provide training or pay reasonable training costs where the need arises.

**Person Specification  
Role: Admissions Manager**

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Good academic credentials.</li> <li>• Evidence of continued professional development.</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or able to demonstrate suitable marketing experience.</li> </ul>

<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent IT skills</li> <li>• Excellent organisational and project management skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Excellent administrative skills.</li> <li>• Excellent sales ability.</li> <li>• Excellent leadership skills.</li> <li>• Highly creative and able to bring new ideas to the team.</li> <li>• Be able to manage own time effectively and work to tight deadlines.</li> <li>• Able to work independently and as part of a small team</li> <li>• Must be able to establish rapport and respectful relationships on all levels.</li> <li>• A highly driven individual who can use their initiative, whilst maintaining attention to detail and a sense of humour.</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to resolve problems independently.</li> <li>• Negotiate effectively to achieve the best outcomes.</li> <li>• Have the ability to manage difficult or controversial exchanges.</li> <li>• Ability to deal with changing priorities.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Managing events and taking responsibility for driving attendance and ensuring an excellent attendee experience.</li> <li>• Experience of managing various databases and spreadsheets.</li> <li>• Experience of accountability for targets.</li> <li>• Experience of working on multiple priorities.</li> <li>• Experience of working within a sales culture.</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Working within the independent education sector.</li> <li>• Working in an all-girls' school.</li> <li>• Working in an all-through school.</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Google Analytics and other relevant performance tracking tools.</li> <li>•</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn the role.</li> <li>• Understand the role of others in and within the school</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• Have a 'can do' positive attitude.</li> <li>• Good customer service skills.</li> <li>• Honesty and integrity.</li> </ul>	<p><b>Other:</b></p>