



Job Description	
Job Title	Admissions Officer
Responsible to	Cross College Registrar
Department	Admissions
Purpose of job and primary objectives	<p>To take responsibility for proactively assisting and administrating with all aspects of the admissions process from initial enquiry to pupil enrolment across the whole of the college.</p> <p>To provide a professional service at all times to all service users; this can include parents, agents, other schools and colleagues in Clifton College</p> <p>Duties will include monitoring recruitment numbers, arranging visits and interviews, assessing qualifications, arranging testing, making decisions on student applications and communicating with applicants and their families at each stage of the pupil recruitment journey and other stakeholders to ensure pupil recruitment targets and service standards are met.</p> <p>The role will also include, but not be limited to:</p> <p><u>Dealing with Enquiries</u></p> <ul style="list-style-type: none"> • Processing all enquiries in accordance with the agreed timescales. This will include monitoring the admissions inbox and sending out prospectuses as required • Giving individual advice to potential families, via email, telephone, video conferencing and at admissions events. • To record as appropriate on the pupil tracker. <p><u>Visits and Interviews</u></p> <p>Working closely with the prospective parents/agents and appropriate school personnel to arrange and confirm visits/interviews and to ensure all communication is clear, detailed and sent within an acceptable timeframe and follow up communication is within 24 hours of the visit/interview.</p>

	<p><u>Registration</u></p> <ul style="list-style-type: none"> • Follow admission and registration procedures and ensuring proper compilation and verification of documentation and data; including ID and payment of registration fee. • Inputting accurately on SIMS data base • Create a blue pupil folder • Record on appropriate pupil tracker <p><u>Testing.</u></p> <ul style="list-style-type: none"> • Organise and administer the appropriate testing program and ensure all members of staff are fully informed. • To ensure decisions are received in a timely manner and to then communicate with prospective family. <p><u>Offer</u></p> <ul style="list-style-type: none"> • Prepare and send all offer letters within a timely, professional manner and save as appropriately. <p><u>Enrolment</u></p> <ul style="list-style-type: none"> • To ensure all documents are received and processed accurately prior to pupil being admitted. <p><u>General</u></p> <ul style="list-style-type: none"> • To assist with the update and maintenance of applicant and pupil records (admissions databases, pupil folders, trackers and spreadsheets) • To ensure admissions have received, recorded and stored all required documentation, payments and to record this information on the appropriate pupil tracker and/or SIMS • To provide administrative support across any function as required and to enhance the applicant and pupil journey. • To build professional relationships with agents to ensure all International pupils are supported. • To inform finance as required of any leavers or joiners, process invoices in a timely manner and respond to any requests from finance. • To organise, deliver and assist with key recruitment events including Open days and the scholarship programme • Supporting the whole Admissions team at peak times, under the direction of Cross College 	
--	--	--

	<p>Registrar.</p> <ul style="list-style-type: none">• To work across the whole of the college (Nursery, Pre, Prep and Upper School) to have an area of interest as discussed and identified with the Cross-College Registrar or Deputy.• To undertake other reasonable requests as set out by your line manager.	
--	---	--

What we are looking for:		
	<p>Key Traits:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Self-motivated team player • Enjoys working with people <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Flexibility to deal successfully with the demands of the Admissions office. • Patience, tact and diplomacy • Warm, friendly and professional communication manner 	
	<p>Key Qualifications:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Educated to A level or above 	
	<p>Knowledge & experience required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Worked in a busy office or customer service environment <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge of College admissions policy, processes and procedures • Knowledge of the College's curriculum and extra-curricular opportunities • An understanding of the independent school environment 	
	<p>Skills Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Computer literate • Attention to detail <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Very high-level secretarial skills 	

	<ul style="list-style-type: none">• Ability to use Microsoft Office/Google suite of ICT applications	
--	--	--

Other general responsibilities:		
	<p>Values and behaviours</p> <ul style="list-style-type: none"> • Uphold Clifton College's values • Act as a role model for all Clifton employees • Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	

Date: 11th May 2021

Prepared by: Lucy Llewellyn (LLL2)