

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Admissions Officer

Closing date: Midday, Monday 24 January 2022

Start date as soon as possible

Job Description

The Admissions Officers (Senior Divisions) are responsible for the day-to-day running of the Admissions Office for entry at 11+, 13+ and 16+. It is important that Admissions staff work well as a team and assist each other at busy times.

1. Admissions Administration

- 1.1 to be responsible for the administration of admissions enquiries for the Division, from first contact with a prospective parent through to the student joining the School. This includes preparing and sending all correspondence paperwork involved with new student intake, for example, acknowledging receipt of registrations, acceptances and deposits
- 1.2 to ensure maintenance of Admissions-related literature, documentation and website pages
- 1.3 to arrange parent appointments and tours
- 1.4 to take responsibility, with the other Admissions Officers, for co-ordinating the entry and scholarship process for the Division, including application packs, reference requests and reading school reports
- 1.5 to provide information for the Admissions Committee to assist them to make decisions regarding entry to the School, scholarship and bursary allocation
- 1.6 to work with the other Admissions Officers in the organisation of assessment days
- 1.7 to liaise with feeder schools, including communicating decision outcomes
- 1.8 to provide termly updates to the Local Authority in relation to students who have joined/left the School at standard transition points (i.e. beginning and end of terms) and individual submissions for those who join or leave mid-term

2. Data

- 2.1 to ensure that prospective and leaver data on iSAMs, the School's management system, is up to date and accurate and that the system is being used effectively
- 2.2 to manage and administer the Admissions Register with accurate and up to date joiner and leaver information
- 2.3 to maintain the year group lists for the Senior Divisions
- 2.4 to monitor admissions trends and provide statistical analysis
- 2.5 to maintain the annual census information
- 2.6 to set up individual files and ensure all paperwork has been received
- 2.7 to provide the necessary information to the Finance Department for administering fee accounts

3. International Recruitment

- 3.1 to assist the Admissions Officer (Sixth Form & International) to process applications for overseas students, ensuring that applications are dealt with in a prompt and timely manner, with all documentation accurately maintained and recorded
- 3.2 to liaise with EAL staff and Heads of Year regarding applications from overseas students
- 3.3 to assist the Admissions Officer (Sixth Form & International) to complete Certificate of Acceptance for Studies for incoming and existing students
- 3.4 to act as a level one user for Child Student Visa Route applications; to ensure compliance with the School's Highly Trusted Sponsor status
- 3.5 to ensure the guardian information for boarding students is collated and passed to the Heads of Boarding
- 3.6 to work with others to ensure that the School is compliant as an Alternative Collection Location (ACL) for Child Student Visa Route students
- 3.7 to work together with the Internal CAS Co-Ordinator to organise the police registration of Child Student Visa Route students

4. Events

- 4.1 to assist the Communications & Events Department in the planning, preparation and execution of admissions-related events such as entrance assessment days, taster days, induction and familiarisation days
- 4.2 to attend Open Days, senior school fairs, admissions events, educational days and international recruitment trips. This will include evening and weekend work (usually at least two events each term)

5. General

- 5.1 to ensure compliance with equality, disability, discrimination, data protection legislation, ISI standards and the Code of Practice for Schools
- 5.2 to be familiar with the School's Terms & Conditions, legal obligations and risk factors to make an effective contribution to the Admissions Committee meeting agenda setting and discussions

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> Strong A Levels (or equivalent qualification) 	<ul style="list-style-type: none"> Educated to degree level AMCIS Admissions qualification
Experience	<ul style="list-style-type: none"> Knowledge and understanding of independent education Experience and appreciation of principles and practices of school admissions functions Knowledge and understanding of the principles and practices of customer relationship management 	<ul style="list-style-type: none"> Experience of working in an Admissions Department Experience of working in independent education Experience of boarding school education Experience of Child Student Visa Route and UKVI guidelines
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent communication, IT, organisational and management skills Strong proof reading and editing skills, including the ability to tailor content and format to different stakeholder needs Strong Microsoft Office and database management skills Excellent attention to detail Ability to relate effectively to students Flexibility to adjust to change and development Financial acumen 	<ul style="list-style-type: none"> Awareness of data protection and safeguarding regulations
Disposition and personal qualities	<ul style="list-style-type: none"> Have a clear understanding of and a commitment to the aims of a Catholic independent school Be committed to the values and ethos at the heart of New Hall School as expressed, for example, in the Mission & Ethos Statement of the School Understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in aspects of the School's educational and boarding life Approachable, personable and confident manner, with excellent spoken English High level of personal and professional integrity, discretion and confidentiality 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range for this post is £22,039-£26,449pa (NHC21-27).

Hours

The working hours for the Admissions Officer are 8.30am-5.30pm, Monday to Friday, all year round. You are permitted a one-hour unpaid meal break each day. All staff are required to attend relevant INSET (staff training) days.

Holidays

The Admissions Officer is entitled to 30 days' holiday per year, including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays. Staff must set aside annual holiday entitlement to allow for these closures.

Bank Holidays and Saturdays

The Admissions Officer will be required to work on School Open Days, which usually take place on the last Saturday in September and the first weekend in May. The Admissions Officer will work on average six days per annum for recruitment events and assessment days. Time off in lieu will be awarded for these hours.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Sport membership

As an employee, you are able to make use of an annual membership for the New Hall Sport Club, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- ten tennis courts
- eight netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- athletics track
- 12 golf practice bays



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