



**Halliford  
School**  
SHEPPERTON

## **Administrative Support – Admissions Assistant**

### **Introduction to the Role**

Due to increased popularity and significant interest in the School we are looking to recruit an Admissions Assistant to work alongside the Registrar. The main responsibility of the Admissions Assistant is to provide administrative support to the Registrar throughout the admissions process, from initial point of contact by the parent through to a student's arrival at school. The successful candidate will have a professional and personable manner, possessing excellent communication and IT skills. Excellent verbal and written communication are essential, as well as flexibility, attention to detail, and complete discretion at all times.

Previous experience of working in a school or a similar role would be advantageous but not essential as full training will be provided.

This is a full-time year-round appointment with a competitive salary and benefit package. The hours of work are 8.30am – 5pm, 2 days per week and 8:30 – 12:30pm 3 days per week with reduced hours during school holidays (9:00am – 12:30pm). The salary is competitive, dependent on experience and will be discussed at the offer stage.

### **Process of Application:**

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley the HR & Recruitment Officer, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: [zoe.fazackerley@hallifordschool.co.uk](mailto:zoe.fazackerley@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer to arrive no later than Friday 2<sup>nd</sup> December at noon. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

## **Job Description – Admissions Assistant**

**Lines of Responsibility:** The Admissions Assistant is responsible to the Registrar.

### **Job Purpose and Description:**

The Admissions Department is of vital importance to Halliford School. For the majority of prospective parents, it is their first point of contact with the school. The post holder will work closely with the Registrar providing a professional and high-quality admissions process to ensure we continue to attract and convert prospective students to Halliford School.

### **Main Duties:**

#### **Working with prospective parents**

- Acting as the first point of contact for all enquires (when the Registrar is not available), by phone and by email and supporting families through the application process and maintaining communication with them until their son / daughter starts at Halliford School.

#### **Working with Registrar on events**

- Representing the School when attending external events such as senior school fairs. These may possibly involve occasional evening or weekend events.
- Assist the Registrar and Marketing Manager with preparations for key internal marketing events such as Open days, Taster Days and New student Sports Mornings. Some of which may take place on a Saturday.

#### **Admissions Administration**

- Deliver a high-quality standard of administrative support to the Registrar. This will include
  - Booking prospective parents' individual tours
  - Assisting on assessment days and examination days
  - Preparing for and booking student interviews
  - Liaising with feeder schools
- Maintain and accurately input admissions data into iSAMS which will include scholarships, pupil references and registration documentation.
- General admin tasks such as filing, mailings and promotional literature.
- Liaise with the Bursary on all registration fees and deposits received.

Plus, any other comparable duties, as required from time to time, for which the post holder has the necessary experience and/or training.

#### **Conditions of Employment**

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## **Admissions Assistant Person Specification**

### **Experience**

- Experience of delivering excellent customer service, displaying initiative and a positive attitude.
- Knowledge and understanding of independent education. (desirable)
- Experience of working in independent education. (desirable)

### **Education & Training**

- A Level standard or equivalent (essential) and / or educated to degree level. (desirable)

### **Knowledge**

- Awareness of data protection and safeguarding regulations.
- Good understanding of Facebook, Twitter, and social media.

### **Skills/Abilities**

- Excellent interpersonal skills.
- Good organisational and administrative skills with attention to detail.
- Ability to work accurately and effectively under pressure to meet deadlines.
- Ability to interact positively with staff, students, and visitors.
- The enthusiasm to support new projects and see them through.
- Strong Microsoft Office and database management skills.
- Strong work ethic and a flexible approach to work hours.
- Experience of understanding confidentiality.
- Strong proof reading and editing skills, including the ability to tailor content and format to different stakeholders.

### **Personal Attributes**

- Understanding of the importance of promoting and safeguarding the welfare of children.
- Willingness to participate enthusiastically in aspects of school life.
- Team player.
- Approachable, personable, and confident manner.
- Sensitivity on discretion in handling confidential information.

## **Additional Information**

### **Non-contractual benefits to Staff Pension**

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

### **School Fee Reduction**

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### **Meals and Refreshments**

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

### **Sports Facilities**

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

### **Private Vehicles**

Free on-site parking is available to all staff, subject to availability.

### **Professional Development and Postgraduate Study**

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### **Other Benefits including**

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk)
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

### **Disclosure and other pre-employment checks**

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the school may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.