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**Job Description: Admissions Assistant**

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| **Post Title** | Admissions Assistant  Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | 6-8 (£15,595 - £16,640) FTE  This equates to £5,409 for the work pattern detailed below. |
| **Hours/Weeks** | 15 hours per week, ideally spread over 4-5 days per week (any lunchbreaks taken are unpaid)  Term time (36 weeks per year) plus 2 weeks of flexible holiday cover  Some flexibility will be required, including some evening and weekend work. |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation:**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the Admissions Officer.  The post holder works with (key internal relationships):   * Senior School Deputy Head, Academic Deputy, Assistant Head and Head of Sixth Form * All Heads of Subject Department (Senior School)   The post holder communicates internally and externally with a wide range of stakeholders:   * Prospective parents and pupils * Feeder Schools |

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| **Accountabilities:**  To work closely with the Admissions Officer to provide a professional and high quality admissions service to all enquirers, applicants and their families. |

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| **Responsibilities:**   1. Provide administrative assistance and support to ensure the smooth running of the Admissions Office. 2. Send out promotional literature to prospective families. 3. Provide general support to the planning and delivery of admissions events, including open events, workshops, scholarship and induction days. 4. Help facilitate the entrance process, including invigilating entrance exams and preparing documentation. 5. Support the Admissions Officer with processing admissions, joiners and leavers documentation. 6. Maintain the admissions database (iSAMs). 7. Communicate with prospective parents and feeder schools. 8. General office support e.g. filing, mailings and photocopying. 9. Supporting other tasks assigned by the Marketing & Admissions Manager and Admissions Officer. |

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| **Safeguarding and Protection of Children and Young Persons:**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent) |  |
| **Experience and Knowledge** | Working to deadlines  Managing and maintaining databases  Developing relationships with internal and external stakeholders  Previous experience working within a busy office environment | Experience of working within an education environment or in a similar role  Experience of working with pupil and admissions management software, eg. SIMs/ISAMs. |
| **Skills/Abilities** | Good knowledge of Microsoft Office applications, including Word and Excel.  Excellent organisational and time management skills  Able to prioritise, multi-task and keep calm under pressure  Excellent verbal and written communication skills  Able to work on own initiative, or as part of a team |  |
| **Aptitude** | Natural ‘can do’ attitude; a team player  Motivated, positive and enthusiastic with a confident, polite manner  Punctual and good time-keeper |  |
| **Circumstances** | Able to work flexibly to organise and deliver admissions events during some evenings and weekends. Flexibility to cover the department for 2 weeks during holidays. |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ……………………………………………….. Date ………………….  Print name ……………………………………………………………………………..………….. |