

## ADMISSIONS OFFICER - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Admissions Officer
<b>Reports to:</b>	Head of Admissions
<b>Department:</b>	Admissions (External Relations)
<b>Hours per week:</b>	30 hours - 38 weeks per annum
<b>Contract Type:</b>	Permanent

### Key working relationships:

Head of Admissions

Admissions Officer - International

Events Officer

Head

Head's EA

Bursar and Bursary Team, including Receptionist

SLT and SMT

Head of Marketing and Communications

Academic and Pastoral Staff

Feeder Schools

Prospective parents and pupils

## Job Summary

The Admissions Officer is a key role within the busy Admissions Team, ensuring a smooth and personalised journey through the admissions process for all prospective pupils and their families. The Admissions Officer will be responsible for efficient administrative processes, maintaining detailed, accurate records and implementing all aspects of the admissions processes for applications, from the initial enquiry through to registration, assessment, outcome and then conversion to enrolment. This is a role with a high level of responsibility and the ability to directly influence the quality of engagement with prospective pupils and their families.

## Duties and responsibilities:

### Main Responsibilities:

- Initial point of contact for prospective pupils and parents providing detailed and accurate advice and information in a positive, timeous and engaging manner, upholding and portraying the profile, ethos and aims of the School
- To identify and employ available resources to respond proactively and effectively to all enquiries and requests for information or support
- Building and sustaining strong and effective relationships with key stakeholders, including prospective parents, pupils, feeder schools and staff
- Management of the Scholarship programme in conjunction with relevant staff. Including overseeing all communication with families and feeder schools and the organisation of each assessment event.
- Creating and maintaining records in the Admissions database and ensuring accurate data input for all stages of the process.
- Responsibility for the ISEB Pre-test Registration System

### Main Tasks:

- Proactively responding to all enquiries (email, phone, website) from prospective parents and feeder schools, advising on place availability, admissions process etc to enable progression to the next stage of the admissions process
- Organising personalised tours and visits for prospective parents and pupils. Adapting standard arrangements when necessary to meet individual requirements and expectations to create the optimum visit experience. Providing details on each visit for all relevant parties, reception, Head's EA, Events Officer etc. Greeting visitors on arrival and ensuring visit runs to plan, are followed up and action points noted.
- Manage website bookings for events, entering bookings on to ISAMS, sending confirmation and follow ups as necessary
- Requesting pupil references and reports from feeder schools to support applications
- Collate decision packs for Head of Admissions and creating offer letters when required.
- Processing place acceptances, acknowledging parents and input on to ISAMS.

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- Provide guidance and support to place holders through to point of entry.
- Ensure candidates with learning support needs have EP reports requested and available for Head of Learning Support to review
- Work closely with the relevant academic staff to organise and implement the assessment process for prospective pupils (on formal entrance assessment days and ad hoc throughout the year)
- Completion of ISEB Pre-test administration
- Set up and administer CEM testing for ad-hoc applicants and Year 7 entry assessment
- Request safeguarding information from feeder schools for all pupils joining the college to be distributed to DSL
- Maintenance of registration sheets in google docs to inform bursary of applicant numbers, acceptance numbers etc
- Identifying and suggesting improvements to the admissions process to streamline processes or improve applicant experience
- To record and log all communications with applicants on ISAMS
- Upload all relevant documentation, school reports, test results, acceptance forms etc to ISAMS and the shared Google Drive as relevant
- To work closely with the Head of Admissions and Admissions Officer - International to support the international admissions process as required
- Assist with organisation and attend admissions events and support when required, Head's Introduction to Pangbourne, Open Days, Feeder School Events, Connect Event, Division Welcomes etc
- To deputise for Head of Admissions and cover for the Admissions Officer - International, when required
- Any other duties as reasonably required by the Head of Admission

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.