



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

ADMISSIONS ADMINISTRATOR OUTLINE JOB DESCRIPTION

Job Description

Job Title: Admissions Administrator
Reporting line: Head of Admissions & Marketing, Bursar
Location: Hampton School Admissions Office

Closing date for applications – 9.00am on Monday 16 July 2018

Role Summary

We are seeking an Admissions Administrator to provide efficient administrative support to the busy, high performing Admissions Office which manages all areas related to pupil admissions. We are seeking an Administrator with excellent data entry, analysis and reporting experience to provide efficient administrative support to the busy Admissions Office. The successful candidate will have excellent administration, organisational and communication skills and a good work ethic.

Background

The School receives approximately 1,300 applications each year for places at 11+, 13+ and 16+, which require prompt and accurate processing. As the first point of contact for prospective parents, admissions staff play a key role in conveying the professional image of the School.

The Admissions Team is extremely busy and works to tight deadlines before, during and after entrance examinations and is also responsible for the production of School literature and communications, advertising and other marketing initiatives.

The main responsibilities and duties of the post are:

To assist with the day-to-day running of the Admissions Office with ownership and accountability for the following:

- Data entry into the admissions database, ensuring entries are accurate and efficiently maintained with information received via general enquiries, admissions forms, school reports and exam results
- Analysis and manipulation of data and creation of meaningful reports
- Administration of the online registration and payment system
- Administration and co-ordination of visitor event bookings
- Updating the Admissions area of the School website and managing the online forms
- Responding to and processing prospectus requests
- Maintaining the feeder school data base

In addition, the job holder will be required to assist and provide support with the following:

- Responding to enquiries (telephone, letter, email and in person) in a welcoming, timely and efficient manner
- Obtaining school reports for candidates at all levels
- Processing scholarship applications
- Updating and maintaining many standard letters and information forms
- Preparation of interview materials for teaching staff
- Assisting with the co-ordination of, and attending, induction events
- General office administration

The job holder will also be required to assist with the management of entrance examinations, the 11+, 13+ and 16+ interview programmes, attend Open Morning, assist with visitor events and any other tasks as directed by the Head of Admissions & Marketing and Deputy Admissions Manager.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

Person Specification

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

- A personable, self-motivated, hands-on approach
- Excellent administrative, organisational and communication skills and a high standard of personal presentation
- Strong ICT skills (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook). Experience of InDesign would also be an advantage
- Experience of SIMS (or equivalent student data base) is desirable, but database experience is essential
- Experience of working in a busy office environment is essential and experience of admissions in a School environment is desirable
- High professional standards are essential, particularly with regard to attention to detail, proof-reading, accuracy and presentation
- An understanding of the need for confidentiality and Data protection in line with GDPR
- Excellent telephone manner and the ability to deal confidently with enquiries

- A good work ethic and a flexible, pragmatic approach with the ability to work under pressure and to meet deadlines.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be no less than £27,256 per annum (pro-rata if term-time), negotiable and commensurate on skills and experience. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

2. Hours and Holidays

Normal office hours are 8.30am to 5.30pm, however, a high level of flexibility, commitment and dedication is required to manage the peak admissions period and the job holder will be required to work extended hours from November to March as determined by the Office workload. The job holder will also be required to work 2 Saturday's for entrance examinations and recruitment events. If appointed on a full time contract the working hours during the Easter, May half-term and Summer holidays are 8.30am – 12.00pm.

The annual leave entitlement is 26 working days per academic year. The job holder will also be entitled to the following holidays:

- Christmas School Holiday as notified (includes Christmas Day, Boxing Day and New Year's Day)
- All bank holidays plus an additional in May

If appointed on a full time contract, in lieu of the additional hours worked during the peak admissions period, Saturday and evening work:

- Two week Admissions Office closure (last week in July and first week in August)
- Half day working, 8.30am to 12.00pm (subject to work load) during the state school Easter break, May Half Term and Summer holiday periods, excluding GCSE results day and the last week of the Summer holiday.

Leave is unlikely to be permitted during the peak admissions period December to mid-March except in exceptional circumstances and subject to the agreement of the Head of Admissions & Marketing.

3. Probation

The appointment is subject to the satisfactory completion of a twelve-month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

- **Pension**
You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.
- **Death-in-Service Benefit**
In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

- **Health Care**
The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.
- **School Fee Reduction**
Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with the Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.
- **Cycle to Work Scheme**
The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.
- **Personal Accident Insurance**
Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Drinks and Snacks**
Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.
- **Lunch**
Lunch is provided to members of staff at no cost.
- **Sports Travel to School on Saturdays**
Staff running teams can claim expenses for travel to and from School for Sports matches.
- **Use of Private Vehicle**
Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**
The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.
- **Counselling**
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.
- **Sports Therapy**
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

- **Multi-Gym**
The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.
- **Sporting Facilities**
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.
- **Parking**
Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.