



Person Specification – Head of Admissions

Overview:

We are seeking an individual who is a strategic and analytical thinker with comparable experience working in a values-led organisation. The successful candidate will be energetic, enthusiastic, positive and a fast-paced worker. They will be diplomatic, patient, a good listener and conversationalist and above all, committed to providing the best admissions experience for our prospective families.

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential qualifications:

- Eligible to work in the UK
- An Enhanced DBS disclosure (or registration with the Update Service)
- GCSE English and Maths Grade 5 or above (or equivalent)
- Educated to degree level or professional qualification or experience relevant to the role

Desirable qualifications:

- AMCIS (Admissions, Marketing and Communications in Independent Schools) Certificate in Admissions Management
- Safeguarding training
- Comprehensive knowledge of the UK GDPR

Essential experience:

- Demonstrate a successful track record of leadership, the ability to work collaboratively as part of a team and manage others.
- Demonstrate effective use of written and verbal English to a high standard
- Proven track record of monitoring and analysing market trends and data, and adjusting the approach and systems accordingly
- Strong grounding in data management, record keeping and the ability to use data to inform strategies and budgets
- Experience of using Management Information Systems
- Knowledge and experience of Microsoft programs including Word and Outlook



- Proven ability to work efficiently and prioritise, demonstrating excellent organisation and planning skills which ensure deadlines are met and the school responds to ever changing fast paced data / information.
- Customer based skills, including experience building excellent relationships with your stakeholders.
- Previous experience managing an Admissions team and / or workload within an educational setting

Desirable experience:

- Experience of working in a public relations environment
- Experience of working in a cross departmental environment
- Sales experience
- Experience of contributing to strategic planning and decision making
- Understanding of Keeping Children Safe in Education (KCSiE) and safeguarding in schools

Personal attributes:

- Be a strategic and creative thinker, seeking new and innovative ways to promote St Michael's Prep
- Meticulous attention to detail, accuracy and proficient proof-reading skills, excellent work ethic and taking pride in your work
- Calm and professional attitude, demonstrating resilience, effective decision-making skills and the ability to cope under pressure
- Excellent initiative and a proactive approach to work with the ability to adjust plans as priorities change
- Strong listening and interpersonal skills including command of both written and spoken English and the ability to adapt tone of communication to suit different audiences
- Flexible approach to working, with availability for occasional evenings (approximately 6 per year) and weekend commitments (approximately 2 half days per year), with requirement to travel off-site for some events
- Strong personal credibility and ability to act as an ambassador of the school who is persuasive and enjoys meeting and talking to a range of people
- Sympathy with the Christian ethos and a commitment to the values of the school

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.