

Job Description

Job Title	Admissions Assistant
Reports To:	Head of Admissions
Job Purpose	
<p>Due to an increase in workload driven by rising numbers of new families joining the Duke of York's Royal Military School, we are seeking a proactive and highly organised Admissions Assistant to join the Marketing and Admissions team.</p> <p>The successful candidate will play a key role in supporting the Head of Admissions to ensure a smooth, efficient, and positive journey for prospective students, from initial enquiry through to enrolment. They will also provide administrative support to the Registrar, including diary management and correspondence, helping to ensure the admissions process operates in a well-organised and timely manner.</p>	
Key Duties and Responsibilities	
<ul style="list-style-type: none">• Provide efficient, high-quality administrative assistance to the Head of Admissions and Registrar ensuring professionalism and confidentiality at all times.• Act as a point of contact for prospective families, handling enquiries via phone, email, and in person in a proficient and timely manner.• Support with a prospective family's journey through the admissions process from initial enquiry through to enrolment, ensuring a smooth and positive experience.• Maintaining and updating databases including the use of Excel and our student databases (HEI Apply and SIMS). Ensure that these updates are accurate, complete and GDPR compliant.• Assist in the organisation and delivering of admissions events such as Open Mornings, Private Tours and marketing events. These can include occasional out of hours, weekend, overnight, and off-site functions.• Support with the diary management for both Head of Admissions and Registrar.• Aid with the coordination of boarding suitability interviews from booking into the diary and typing up of notes one the interview has taken place with the relevant member of staff.• Assist in the management of multiple email inboxes and WhatsApp including responding to correspondence from staff, stakeholders, prospective and current families.• Contribute to the Admissions and Marketing meetings with ideas, initiatives and feedback.• Support data analysis for projected student intake numbers, looking at trends, conversion rates and enquiry numbers.• Liaise with internal teams for example boarding, academic, medical, finance and pastoral to support with new joiners and leavers.• Support with the transition of current students from Year 11 to Year 12 from offer to acceptance.	

- Provide cover for colleagues within the Admissions and Marketing team during busy periods or absences.
- Assist the Head of Admissions with the Scholarship applications and offers.
- Provide additional support to the wider Marketing and Admissions Team, as and when required.

Person Specification

Essential

- Previous experience in an administrative role, ideally customer facing.
- Experience handling confidential and sensitive data.
- Able to use Microsoft Office applications such as, Word, Outlook and Excel.
- Experience maintaining accurate records and databases.
- Excellent written and verbal communication.
- Good organisational skills with the ability to prioritise workloads.
- High level of attention to details and accuracy.
- Ability to work independently as well as collaboratively within a team.
- Confidence in dealing with enquiries by telephone, email and in person.
- Good time management skills and ability to meet deadlines.
- Understanding of the importance of safeguarding and confidentiality within an educational setting.
- Flexible and adaptable approach to work.
- Demonstrates initiative in organising and managing own workload.
- Proactive attitude with a willingness to support the wider team.
- Ability to remain calm under pressure during busy admissions periods.

Desirable

- Experience working within a school, college or educational environment.
- Previous admissions or recruitment experience.
- Experience using school MIS systems (e.g. SIMS, HEI)
- Knowledge of the independent or state school admissions process.
- Experience supporting events such as open days or marketing events.
- Demonstrates initiative in organising and managing own workload.
- Familiarity with producing accurate reports based on recorded data.
- Experience overseeing shared inboxes and coordinating diary management.

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Please be aware that Schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.