



Admissions Assistant

The Admissions Assistant works with the Admissions Team, providing essential administrative support to the Admissions Managers and the Director of Admissions and Marketing.

The Admissions Team provides a vital function in managing the admissions process for a family from first contact with the School to admission of the pupil to the School.

Mount Kelly employs two Admissions Managers who manage the process for applicants to the Prep and the College. The Admissions Managers support the Director of Admissions and Marketing in the organisation and running of promotional events, maintenance of full and accurate records of all enquiries and supporting data in conjunction with Marketing and Development to effectively evaluate marketing campaigns and initiatives.

The Admissions Assistant role is vital to the effectiveness and efficiency of the Team.

Duties and Responsibilities

General Admission Process

- Send out prospectuses and other relevant literature
- Respond effectively to initial enquiries from prospective families
- Deal appropriately with prospective families questions
- Administer registrations and applications
- Maintaining relevant records and statistics on iSAMS

Admissions Administration

- To maintain and update the School's Admissions Database, ensuring that all enquiries/records of prospective pupils and registrations are entered into the database
- To ensure all entrance assessment results are added to the pupil records
- Liaise with the School Administrator and assist with School Bus bookings and international airport transfers
- To assist with bulk emails and collation of responses for events such as Open Days and Scholarship days
- To assist with sending out relevant information at the start of term for new joiners
- To assist with collating information for the Parent Portal
- To ensure that Year Lists are correct and that updated copies are provided to all relevant staff at the commencement of each term
- To maintain up-to-date leavers' information
- Administer the Decliner Survey and produce relevant reports for the Director of Admissions and Marketing

Overseas Admissions

- To ensure guardianship agencies for overseas pupils are entered on to the database
- To assist with the paperwork for Tier 4 visa applications
- To issue pro-forma letters as required for overseas pupils applying for bank accounts
- To issue pro-forma letters for pupils requiring confirmation of attendance at Mount Kelly

This Job Description provides a guide to and general description of the duties and responsibilities of the Admission Assistant. It is not exhaustive, and therefore the Admissions Assistant should be willing to undertake any other related tasks, as may be reasonably required by the Director of Admissions and Marketing.

Hours of Work

A flexible attitude to working hours is necessary as the post holder may occasionally be required to work additional hours in the evenings or at the weekend when the pressure of work necessitates.

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none"> • A high level of organisational and administrative competency • Excellent interpersonal and communications skills; established good links with pupils, parents and staff • Ability to maintain close and harmonious relations with work colleagues at all levels • Good oral skills and a sound command of written English • Demonstrate an outgoing, confident, affable and positive personality • Be a team player and work well under pressure • Be committed to supporting Mount Kelly fully in every aspect of this role • Be a pro-active person of integrity and drive • Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver his/her outputs • Be a person who is able to mix easily with persons of any culture or background • Critically, the post holder must have an excellent telephone and personal manner, be well-groomed and of smart personal and professional appearance
Qualifications/ Experience	<ul style="list-style-type: none"> • A good academic record • Good literacy and numeracy skills • Experience of working in a customer focused environment • Significant experience working in an administrative environment • Understanding of the principles and practices of recruitment and admissions • An understanding of good data management practice e.g. Data Protection • Good computer literacy with good facility in using Microsoft Word, Excel and database programmes • Knowledge of the school management system, ISAMS, would be an advantage
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the school's employment checks: Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK