



*Admissions Assistant  
from September 2022*

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# Job Description

## Key Duties and Responsibilities:

**Department:** Bursarial – Admissions

**Line Manager:** Head of Admissions

**Role Overview:** To ensure a positive, prompt and friendly response to all admissions enquiries from parents, pupils, agents, feeder schools and other stakeholders. Compose replies to enquiries as directed to ensure that all contact with prospective parents, pupils, agents and feeder schools is professional and helpful.

To ensure prospective pupils and parents are guided and encouraged through the admissions process in a professional, helpful and efficient way.

The post holder will always be helpful, friendly and responsive in all dealings with parents, pupils and their current schools in order to promote a positive and professional image of Dauntsey's and the Admissions Office.

## Key Duties and Responsibilities

- Assist in the organisation and running of academic entrance paths to the School. Whilst primarily focussed on the 11+ admissions process, the Admissions Assistant will also be expected to support with 13+, 14+ and 16+ admissions, scholarship assessments and other ad hoc entries
- Assist with organising and running of admissions and marketing events e.g. First Form entry exams and interviews, scholarship assessments, Open Days, Taster Days, visits to prep schools, New Pupils' Day, exhibitions both local and overseas) and any events either at School or off site. Attend events with other Team members as directed.
- Ensure prospective parents, pupils and feeder schools are informed of entrance assessment and interview dates in a timely and professional manner.
- Maintain spreadsheets regarding place and scholarship offers at all points of entry, draft offer letters for the Head Master as directed by the Head of Admissions.
- Ensure ISAMS prospective pupil database is kept up to date by maintaining database and electronic and paper files. Prepare and maintain future entry lists at 11+ and prepare monthly information for the team on; enquiries, visits, registrations, conversions and any other information on past and future pupil roll as required.
- Collate New Pupils' Welcome Pack materials and mailing and liaise with Marketing Manager to ensure relevant material is on the website in a timely manner. Ensure every pupil joining Dauntsey's at any time has the appropriate welcome and joining information and liaise with academic and house staff as relevant.
- Support the other members of the team in managing the Admissions Department diary. Organise visits of prospective parents, pupils and agents. Liaise with members of academic and boarding house staff to organise meetings with prospective parents as relevant. Accompany visitors to specific areas of the school to ensure smooth running of visits and give tours of the School and or boarding houses out of term time as required.
- Work with other members of the team to ensure admissions information is kept up to date, on the school website and in the termly calendar.

- Prepare and organise mailings to the prospective parents database and to the feeder schools database. Ensure both databases are kept up to date.
- Maintain office and reception supplies of relevant marketing and admissions materials, ensure sufficient copies of materials available for Open Days, exhibitions and organise and order supplies of promotional items as appropriate.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

## **Safeguarding**

Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.

**The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.**

## **Personal Specification**

### **Qualifications**

- Educated to degree level is preferable

### **Skills and abilities**

- Excellent MS Office (including Word and Excel) and database management skills.
- Good literacy skills to prepare correspondence and maintain records to a high standard.
- Ability to manage multiple tasks and deadlines.
- Discretion, tact and excellent communication skills both written and verbal.
- Ability to work quickly and accurately with excellent attention to details in order to meet deadlines.
- Excellent communication skills, both oral and written.
- Excellent interpersonal and relationship management skills at all levels.
- Evidence of continual willingness to develop own professional skills.

### **Experience**

- Proven track record of delivering excellent customer service within a similar role.
- Strong administrative skills knowledge of ISAMS an advantage, but a willingness to learn and understand database management is key.
- Experience of interpreting and analysing data.

### **Personal Attributes**

- Ability to transmit a positive, cheerful and good-humoured approach to work underpinned by a strong sense of team work and integrity.
- Excellent and persuasive oral and written communication skills.
- Excellent interpersonal and relationship management skills at all levels.
- Excellent time management and organisation skills to work independently, prioritising a busy workload.
- Willingness to work overtime at peak times during the admissions cycle, including some Saturdays.

## **Terms and conditions**

### **Hours of work**

You will be required to work 40 hours per week between 08:30 – 17:00 Monday to Friday (with a 30-minute unpaid break for lunch). You will also be required to work on occasional Saturdays to assist with open mornings, new pupils' day, group tours, Saturday examination days and other admission days. You will be required to work for 43 weeks each year which will include the school term time weeks.

### **Salary & Benefits**

- The salary is £24,500 per annum (FTE of £25,189 per annum).
- 6 weeks annual leave per year plus bank holidays. Bank holidays during term time are considered normal working days.
- Holidays must be taken during the normal school holidays and a minimum of 5 days must be taken at Christmas.
- Eligible to join the school's defined contribution pension scheme where the school shall make an employer's contribution of 6%.
- Staff are welcome to make use of the school's leisure and sports facilities at designated times (which includes a swimming pool and gym).
- All staff enjoy a free lunch in the Dining Hall during term time.
- Free on-site parking.

### **Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Monday 6<sup>th</sup> June and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org).

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add [dauntseys.wilts.sch.uk](mailto:dauntseys.wilts.sch.uk) and [dauntseys.org](http://dauntseys.org) to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.