

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of '**Excellent**' in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognises the exceptional standard of boarding with an '**Outstanding**' inspection

and support for pupil and staff mental wellbeing. In 2022 it was recognised by The Times newspaper as one of the top ten best secondary schools in the West Midlands for academic achievement, and was recently awarded the Gold ArtsMark Award, recognising the excellent Arts provision here at MSJ and how well creativity is embedded across the curriculum.

Intellectual and social confidence, personal development and achievement lie at the heart of our ethos and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school, and provides each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



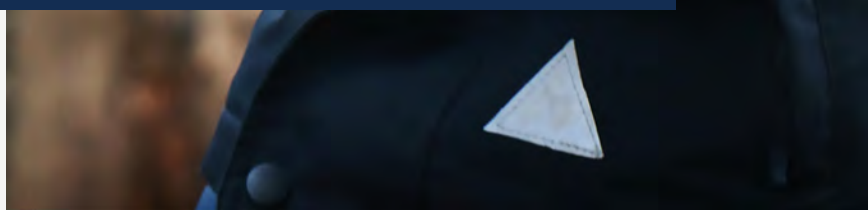
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition to university house. Benhams, the Year 10 Boarding House, was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023/4.

Whilst being a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



ADMISSIONS & OUTREACH OFFICER

JOB DESCRIPTION

AT A GLANCE



**1 YEAR FIXED TERM
CONTRACT**
**40 HOURS PER WEEK TERM
TIME ONLY**



**REPORTS TO
DIRECTOR OF
ADMISSIONS AND MARKETING**

ABOUT THE ROLE

The Admissions and Marketing Department plays an integral and active part in promoting Malvern St James and in continuing to develop appropriate recruitment strategies. The Admissions and Outreach Officer will play an important role within this team and work closely and collaboratively to support pupil recruitment. The Admissions and Outreach Officer plays a vital administrative and co-ordinating role supporting the Admissions Department in the recruitment of pupils to the School. The post holder will help to ensure the smooth and efficient administration of the Admissions office.

Relationships:

The post holder will interact on a professional level with colleagues and parents to establish and maintain productive relationships with them in order to promote the good name of the School. This role involves close liaison with the Director of Admissions and Marketing, Outreach Co-ordinator, Senior Admissions Officer, the marketing team and the Headmistress, together with academic and pastoral members of staff.

Job Content:

1. Communication and correspondence

- To support and liaise with the Director of Admissions and Marketing in all aspects of admissions throughout the entire customer journey
- To be responsible for maintaining accurate, up-to-date and comprehensive database of prospective pupils to enable accurate analysis by the Director of Admissions and Marketing
- To be the first point of call for all enquiries and manage follow ups in a timely manner by email, telephone and post in a confident, confidential and professional manner
- Be responsible for the organisation of taster days and tours, registration arrangements, and school visits

- Arranging assessments and virtual/in-person interviews, processing offer letters and coordinating joining arrangements
- To liaise with appropriate Academic and House personnel to ensure that information relevant to the admissions process is obtained and communicated in a timely (and confidential) manner

2. Marketing and Recruitment

- To ensure all responses to enquiries from prospective families are prompt and personalised
- To support the Director of Admissions and Marketing and Deputy Head in the organisation of Open Mornings and other MSJ events
- To attend internal and external events and several UK recruitment events per year with possible overnight stays
- To be an ambassador at the outreach and marketing events for prospective families, such as Sports tournaments, workshops, academic activities and the Junior Art Exhibition, along with Open Days. Some out of office hours will be required
- To manage the administrative duties for all outreach events and liaise closely with the Outreach Coordinator

3. School Visits and Taster Days

- To arrange visits: confirm hosts, plan schedules including meetings with the Headmistress and other relevant staff
- To arrange Taster Days, sleepovers, and confirm arrangements to prospective parents and relevant staff

4. Entrance Examinations

- To assist with the administration and arrangements for Entrance Examinations, including sending out examination papers to overseas education agents or schools in a timely manner for any prospective students unable to attend MSJ for assessment
- To assist in arrangements for external candidates, including overnight stays in boarding Houses and co-ordinating exam invigilation as necessary
- To assist with virtual interviews for prospective students who are unable to attend the school in person

5. General

- To carry out all general administrative duties involved in the entire Admissions process, for example:
 - Sending out prospectuses, visit and Taster Day confirmations
 - Responding to initial enquiries as necessary
 - Processing registration forms, acceptance documents and deposits etc.
 - Keeping accurate records of paperwork and payments received
 - Maintaining orderly and detailed electronic and paper files
 - Assisting and liaising with the chosen specialist Visa company relating to non-UK students who require a CAS/Visa under the MSJ Tier 4 Sponsorship and producing CAS forms
 - Sending our joining instructions, new girls' packs and other appropriate information to new families

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.



ADMISSIONS & OUTREACH OFFICER

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Strong interpersonal skills	Essential	Application Form Interview
Ability to communicate at all levels	Essential	Application Form Interview
Well-presented and enthusiastic with a flexibility and willingness to work outside of normal working hours, including open events	Essential	Interview
Hardworking, efficient and punctual	Essential	Application Form Interview
A self-starter with initiative	Essential	Application Form Interview
Outstanding organisational skills, accurate with close attention to detail	Essential	Application Form Interview and Assessment
Discretion	Essential	Interview
The ability to work as a member of a collaborative team	Essential	Application Form Interview
Ability to plan, co-ordinate and evaluate	Essential	Application Form Interview
Ability to use a date base efficiently	Essential	Application Form Interview
Competent in creating and managing effective systems and processes	Essential	Application Form Interview
Secretarial and IT skills with good working knowledge of Microsoft Office including competency with managing a database	Essential	Application Form Interview and Assessment
Ability to uphold Admissions systems and procedures required	Essential	Application Form Interview
Experience of a busy and pressurised office environment	Desirable	Interview
Proven tact and diplomacy in dealing with both adults and children	Essential	Interview
Proven ability to work with non-native English speakers, in person, on the telephone and by email	Desirable	Interview

STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open, however we reserve the right to appoint as soon as we find the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

15 Avenue Road, Great Malvern
Worcestershire WR14 3BA
United Kingdom

E recruitment@malvernstjames.co.uk

T +44(0)1684 892 288

www.malvernstjames.co.uk