



Post: Admissions Assistant

Reporting to:

1. Head of Admissions, Prior Park College

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Admissions Assistant is a key member of the school's admissions team. Working closely with the Head of Admissions, they are responsible for ensuring the smooth running and successful completion of the admissions process, from initial enquiry through to the student joining the school. This role is pivotal in ensuring the College maintains its vibrant pupil community to agreed target levels and ensuring all parents and their children receive personal attention.

Contacts

The AA can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

The Admissions Department

The Admissions Team play a crucial role in the life of the school as they are usually the first point of contact for parents seeking schooling for their children, and as such must provide an exceptionally professional and efficient service to both prospective and existing families both in person and via email/telephone.

The Role

The AA will report directly to and be line-managed by the Head of Admissions. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards. The AA will need to bring exceptional administrative skills and an unflappable approach to support the administration of admissions at PPC. The position requires meticulous data accuracy, as well as a high level of customer service skills.

The role is based predominantly at PPC but travel to other locations, including overseas, may be required as part of the role to support wider Prior Park Schools work.

The main areas of responsibility are:

Admissions Process:

- Respond promptly to incoming queries via email and phone from prospective parents and international agents.
- Provide an individual response to the needs of the enquirer by phone or email, sending them appropriate content, relevant website links etc.
- Taking responsibility to be the point of contact for all families and agents, nurturing and establishing relationships.
- In conjunction with the Admissions Assistant manage the visit diary for visits for prospective families and agents, individually tailoring them as required and liaising with relevant staff (ie Head's PA, Head of EAL, SENCO, House Parents, Head of Dept and pupil tour guides) to ensure everything runs smoothly.
- Arranging suitable student guides to take the tours. Briefing the student/s taking the tour.
- Ensure relevant student information, school reports etc are gathered prior to visits where appropriate.
- Follow-up by email and/or phone after visits coordinating feedback as necessary.
- Arrange individual taster days and taster boards as required.
- Ensure parents and agents have a clear understanding of the registration and entrance assessment process for all entry points (11+, 13+, 14+, 16+)
- Oversee the interview diary for both UK and International candidates liaising with the Headmaster's PA and Head of EAL.
- Emailing Agents with entrance exams and ensuring results are downloaded and shared with relevant staff.
- Ensuring reference requests are made and kept track of.
- Work within in the agreed timeframes to ensure decisions on prospective pupils are delivered swiftly and liaise with the Head of Admissions to ensure offers are made promptly.
- Ensure families are supported with all the required joining and arrival information as needed.

Events

- Involvement and assistance with planning, organising and delivering admissions events such as open days, taster days, entrance and Scholarship assessments.
- Attend other marketing events and external exhibitions/fairs which can occur in the evening or at weekends and may involve overseas travel.

Database:

- Ensure accurate input and maintenance of future pupil database records are kept in conjunction with the Admissions Assistant
- Preparation of summary statistics and reports as required by the Head of Admissions.
- Ensure all relevant documentation is uploaded to each pupil file and stored securely.
- Ensure compliance with the school's policy on data protection.

Reporting and Compliance

- Reporting to the Local Authority, within 7 days, any student(s) that are deleted from the school roll during the school year and reporting students that join the school mid-year
- Ensuring the request for Safeguarding records is made to the student's previous school within 2 days of the student joining.

Agent Relations

- To be a point of contact for all agents and maintain good communication links with them at all times.
- In conjunction with the Admissions Assistance ensure the school's agent database is up to date and that agents who are new to working with PPC have been reference checked and have a signed contract on file.

Immigration and Visas

- Have an understanding of the school's UKVI responsibility.
- Prepare the CAS request to forward to the school's immigration consultants.
- Check and copy BRPs as they arrive and oversee the handover procedure of the cards to the boarding House Parents.
- Ensure the copy of the BRP card and vignette in passport if uploaded to the pupil's database file.

Line Management

The AA has no line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed October 2023

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner. He or she will be expected to maintain the utmost confidentiality and will need excellent organisational skills and be able to demonstrate a methodical and organised approach.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Educated to at least GCSE equivalent or higher 	
Experience	<ul style="list-style-type: none"> Demonstrable experience in an administrative role Working within a customer focused environment 	<ul style="list-style-type: none"> Previous experience of working in a school or other educational establishment Proven track record of initiative, and proactivity
Knowledge	<ul style="list-style-type: none"> Knowledge and awareness of the importance of confidentiality and data protection 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies
Skills and competences	<ul style="list-style-type: none"> Strong interpersonal, verbal, and written communication skills to meet the needs of this outward facing role A confident IT user with experience of Microsoft Office applications. A good sense of humour Excellent organisational skills, able to work to strict and often conflicting deadlines An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships A flexible attitude towards duties and working patterns to fulfil the role 	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the AAI can expect to be involved in activities which may require physical exertion, e.g., moving equipment or setting up for events as and when required, always observing health and safety regulations and practices.



Prior Park Schools

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 25 days holiday and access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.