



ALDRO



Head of Admissions

Required 1st November
or as soon as possible



ALDRO

ABOUT ALDRO

Aldro is an outstanding coeducational boarding and day preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey.

The school is in great heart following its successful move to co-education in 2021 and a period of considerable growth over recent years. Girl numbers now constitute approximately 35% of the pupil population and continue to grow. The most recent ISI Inspection Report (June 2023) rated the school 'Excellent' in both areas of qualitative judgement (pupil achievement and pupil personal development) and the school was deemed fully compliant. The school has a flourishing Senior School (Years 7 and 8) and successfully retains the vast majority of pupils to Year 8 for 13+ transition to senior schools.

There are currently over 220 pupils in the school aged 7-13; approximately 70 of them board, full-time, weekly or part-time. Pupils sit Common Entrance or scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. The school averages approximately 15 scholarships and exhibitions per year, with academic scholarships last year to such as Winchester, Wycombe Abbey and RGS Guildford i.a.. In the last few years, Aldro pupils have left to attend schools such as Abingdon, Benenden, Bradfield, Canford, Charterhouse, Churcher's, Eastbourne, Eton, Guildford High School, Harrow, King Edward's, King's Canterbury, Lancing, Lord Wandsworth, Marlborough, Oundle, RGS Guildford, Sevenoaks, Sherborne, St Swithun's, Tonbridge, Uppingham, Wellington and Winchester.

Aldro is also committed to a breadth of education for its pupils and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from pistol shooting to 'escape rooms', and 'Med Soc' to 'pétanque'! The curriculum is taught over six days, including lessons on Saturday mornings and inter-school fixtures on Saturday afternoons. The school has a weekend leave at least every third weekend and benefits from generous holidays. All staff are expected to make an active contribution to the wider life of the school.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive chapel is amongst the excellent facilities available which also include a multi-purpose sports hall, a large theatre and our own lake. Further details about the school can be found on our website: www.aldro.org

Salary will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

**Please email the completed Application Form and covering letter (no CVs please)
addressed to the Headmaster, Mr Chris Carlier. Email: HR@aldro.org**



ALDRO





Head of Admissions

Reporting to: Headmaster

Contract: Permanent, 0.8 FTE (35hrs/wk term-time, 25hrs/wk school holidays.)
Saturday morning cover on rotation (approx. 2-3 per term), 8.30am-2.00pm

The Role

The Head of Admissions will take responsibility for the smooth running of the Admissions Office and lead in the running of all Admissions activities. As the principle point of contact for all prospective parents and pupils, the role requires someone with excellent communication skills and a kind and friendly disposition. This is a challenging but rewarding opportunity for a highly-organised and self-motivated person to become part of Aldro's committed and passionate team.

Key Responsibilities

- To build excellent relationships with prospective parents from the point of enquiry, through visits to the school to point of entry by means of highly efficient organisation, excellent communication and warmth of welcome on site.
- Effective use of the School's MIS (ISAMS) for the careful recording of all aspects of the admissions process and the tracking of all enquiries.

Admissions Journey

- Act as the principal point of contact to answer questions by phone and email about admissions from prospective parents, agents and other interested parties.
- Ensure the prompt despatch of marketing information to prospective parents.
- Enter details of enquirers on the school database and continue to update as prospective pupils progress through the admissions process.
- To maintain regular, appropriate contact with prospective parents and pupils at all stages of the Admissions journey to build a growing sense of belonging to the school.
- Maintain the paper records for enquiries and registered pupils.
- Process registrations and deposits for all entrants and liaise with school accountant where necessary.
- Prepare an Information Pack for new pupils in conjunction with relevant members of staff and marketing.
- Support the School Nurse in procuring all necessary medical information on prospective pupils.
- Collate and distribute new joiners forms to relevant staff.
- Liaise with School Secretary on production of school lists.
- To be well informed about all aspects of the school's life including the curriculum, pastoral care, the co-curricular programme and the future schools programme

Overseas Admissions

- With the support of the Bursar and the School's consultants 'Newland Chase', to oversee the application of overseas pupils, and specifically in relation to CAS (Confirmation of Acceptance for Studies) approval for Tier 4 Student and Child Student visas.
- To advise parents of Tier4 visa holders as needed, and especially in regard to the transition from Child Student visa to Student visa at the age of 12.
- To advise the boarding team and school secretaries in matters of sponsorship compliance, for example by ensuring appropriate checks and records are kept when visa holders leave the care of the school.
- To ensure that all overseas boarders have suitable guardians, and to check regularly that these guardians are able to fulfil all aspects of the guardians' contract.



Data and Compliance

- Through careful record keeping of the Admissions register to ensure regulatory compliance e.g. (LA, ISI, [School Attendance 2019](#), [Children missing education 2016](#), KCSIE 2024) of all Admissions Data, including current pupil lists, and future schools destinations for early leavers.
- To inform the LA whenever a pupil leaves early / before the end of Year 8.
- Produce database output reports to track year on year entry data and to inform future Admissions strategy.
- Report to the Headmaster and the Governors on data trends and to respond to these accordingly.

Events and visits

- Help arrange and attend Open Mornings and Schools Shows. (Admissions events may occasionally take place on a Saturday morning or otherwise out of hours.)
- To arrange individual visits for parents and prospective pupils to the school to meet the Headmaster and for a tour, and to arrange tour guides / give tours of the school. To ensure that all visits are followed-up in writing.
- To arrange taster days and assessment days for prospective pupils, including current teacher and pupil hosts.
- To organise the administration of entrance tests and their invigilation.
- To ensure the efficient collation of feedback on prospective pupils and parents from staff following individual visits, Open Mornings, assessment days etc
- Organise and attend New Pupils' Tea Party.

Administration

- To manage stocks of Admissions and Marketing publications (e.g. prospectus, brochures, fliers) and to prepare Admissions material for schools shows and feeder school visits.

Professional Development

- To attend, participate and contribute positively to weekly staff meetings.
- To attend and engage with regular INSET organised for staff.
- To participate in the school's Professional Development Review (appraisal) for staff.
- To demonstrate a concern for ongoing personal professional development.

Safeguarding

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values.
- To protect children from harm and to prevent impairment of their health and development.
- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.

Benefits

- Salary – prorata, commensurate with the skills and experience of the successful candidate.
- Holiday – 30 days holiday (plus bank holidays).
- School lunches provided free of charge during term-time.



ALDRO





Person Specification

Professional Attributes, qualifications and experience	Essential	Desirable
Bachelor's degree or equivalent; excellent academic credentials		√
Excellent written and oral communication skills, able to communicate with a range of audiences	√	
Well organised and with good time-management skills.	√	
Strong ICT skills	√	
An ability to work with others on high-performing teams; able to show initiative and imagination, to have vision and the ability to inspire others	√	
The initiative to work on their own, and the ability to work as part of a team	√	
Personal Attributes		
Excellent inter-personal skills, empathetic, caring, kind and compassionate	√	
A deep sense of compassion for young people and a sensitivity to their needs	√	
A natural and confident leadership style, able to inspire confidence amongst pupils, staff and parents	√	
Reliability, integrity, loyalty	√	
Positivity, energy and enthusiasm	√	
A sense of humility and a desire to serve others	√	
A willingness to go the extra-mile	√	
Excellent record of health, punctuality and attendance	√	
A sense of humour	√	
School Ethos, Values and Aims		
Fully supportive of the ethos and aims of the school	√	
Sympathetic to the Christian teaching that underpins the school's values and character	√	
Commitment to the safeguarding and protection of children	√	
A commitment to promoting equality, diversity and inclusion	√	
Promotion of Health and Safety in line with the school's policy	√	
Enthusiasm for, and willingness to contribute to, the wider co-curricular life of a busy day and boarding school	√	



ALDRO

Applications

Deadline: Friday 27th September, 6pm

Interviews: Monday 7th October tbc

**Please email the completed Application Form and covering letter (no CVs please)
to the Headmaster, Mr Chris Carlier. Email: HR@aldro.org**

Interested candidates should complete a copy of the [Aldro Application Form](#) available on the 'Vacancies' section of the Aldro website and send, with a letter of application, to HR@aldro.org. CVs are not required. Early applications are encouraged and will be processed on receipt. The School reserves the right to appoint before the deadline.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. As part of the recruitment process, applicants should expect scrutiny of their online profile. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding / Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service. As part of this process, Aldro additionally carries out its own online and social media checks. Applicants' references are typically sought before interview, unless the applicant specifically requests otherwise.

The post is exempt from the Rehabilitation of Offenders Act 1974 and Aldro is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Aldro recognises the benefits of a diverse workforce and is committed to equality of opportunity for staff, volunteers and applicants. Building upon legislative requirements, Aldro seeks to ensure proper access of opportunity in matters relating to recruitment/selection, support for staff development and promotion. All HR policies are underpinned by this commitment to inclusivity and discriminatory behaviour by staff, pupils, contractors and external contractors will be taken very seriously, fully investigated and appropriate action taken where necessary.



ALDRO

Lombard Street, Shackleford, Godalming GU8 6AS
01483 810266



aldro.org