



ADMISSIONS ASSISTANT

Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

Background

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to three years are catered for in our Tick Tock nursery/childcare setting which runs for fifty weeks of the year. Thereafter, children enter Pre-prep until the end of Year 3. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country house in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

Purpose

This varied, hands-on role assists the Head of Marketing in helping to create an exceptional experience for prospective families while supporting pupil recruitment activities. The postholder will be an ambassador for the school at all times, promoting the school's aims and ethos.

Job Description

In consultation with the Head of Marketing, the marketing assistant will:

Admissions

- Assist with the coordination and delivery of planned admissions and transition activities and events, helping to ensure a positive experience for prospective pupils and their families
- Assist with destination schools administration
- Maintain pupil photographic permissions
- Other ad-hoc administrative duties as required



The list of duties is not to be regarded as exhaustive, and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the school. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

Person Specification

The successful candidate will have the following skills, experience and qualities:

- Experience in an administrative or admissions or marketing role, preferably in a school environment
- Strong literacy and communication skills with accurate spelling, grammar and punctuation and the ability to communicate confidently and professionally with pupils and staff
- Self-managed and proactive
- Excellent organisational skills with strong attention to detail and accuracy and the ability to work to deadlines
- A flexible, proactive approach to work with the ability to manage multiple tasks and prioritise effectively
- Good IT Skills, Confidence using Canva and the MS Office suite
- Excellent team working skills with the ability to work collaboratively with colleagues
- An approachable and open manner with a good sense of humour and positive attitude
- Ability to deal with sensitive information with discretion and to maintain confidentiality
- Integrity, tact and diplomacy

Terms

- This is a term-time only role and is likely to be part-time initially.
- Salary TBC, depending on experience
- This role has the potential to be combined with other administrative roles if the right candidate is looking for more hours.

How to Apply

Applications can only be accepted on the School's Application Form. Please use the Support Staff application form by following this link.

<https://www.moorpark.org.uk/contact/work-for-us/vacancies>

Once completed, please return your application to Mrs C Donovan, HR Manager on hr@moorpark.org.uk

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