# Role Description

**Job Title: Admissions and Database Manager**

**Reports to: Registrar**

## General Information

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by more than 20 academic departments, and participate in numerous co-curricular including sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the school’s trading subsidiary. The school employs around 600 staff.

Uppingham has the highest ambitions as a School and aspires to be the co-educational boarding school of first choice within the UK.

This role offers the successful candidate a position of significant trust and responsibility in this future-facing and forward-thinking institution of 850 pupils that recruits some 230 pupils per year.

The Admissions Department is busy, friendly, and professional team run by the Registrar, supported by the Deputy Registrar, the Senior Admissions Tutor, Admissions and Database Manager, Prospective Parent Liaison, Database Assistant, Admissions Assessments Coordinator, Admissions Assistant and Outreach Co-Ordinator.

## Job Purpose

The purpose of this role is to manage the full panoply of the admissions processes in this busy department that recruits over 230 full boarders and 20 day-pupils per year and to utilise technology to manage, develop and improve these processes. The Admissions Manager maintains the complete accuracy of the School’s Database, has responsibility for the two major admissions processes (11+ and 16+ Test and Interviews), manages data for entry at 13+ and 14+, and line manages, trains, and apportions workload to members of the department.

## Accountabilities

1. **Test and Interview Processes:** delivering efficient and effective leadership and management of 11+ and 16+ Test and interview processes and assisting with the 16+ scholarship process. Providing IT systems to ensure ad hoc and late assessments are appropriately mapped.
2. **Database and Office Data:** overseeing and assessing the accurate inputting and maintenance of prospective and current parent data on the database providing reports as required and ensuring the hard copy files are appropriately and accurately maintained and passed on to the Headmaster’s office before new pupils arrive.
3. **IT Strategy:**  leading on the development of new department processes and online IT strategy; working with the IT department on issues associated with the database, as required; working with the Marketing Director to use the School’s website more effectively.
4. **Employing Technology:** Related to the IT strategy, strategic development includes moving acceptances online, launching an online scholarship application process, refine and develop the mechanism to plan and diarise visits and identify availability of pupil tour guides.
5. **New Pupils’ Data:** overseeing the collection, verification, and dissemination of the information collected for new pupils.
6. **Administration:** allocating and assisting with delegation of offer letters, PASS and RSA reports, hosting Test and Interview (T&I) days, and consulting over important dates; liaising constantly with all members of the department to maintain communication and optimum implementation of all ongoing projects.
7. **Front of House:** Assisting with the planning and hosting of T&I days and Visiting Days. Hosting visiting parents if The Registrar and Deputy Registrar are unavailable (eg holidays).
8. **UKVI:** acting as a UKVI officer in assisting the Senior Admissions Tutor with the administration of CAS (Confirmation of Acceptance of Studies) and BRPs (Biometric Residence Permits).
9. **Line management of the Admissions Office Team:** Delegation of workload across the Admissions Office team specifically the Admissions Assistant, the Admissions Database Assistant, the Prospective Parent Liaison and Admissions Department Assessments Coordinator. Included in this responsibility is involvement with the recruitment and training of new employees and the ongoing appraisal of all these posts.
10. **Budgeting and Finance:** Assist with financial record-keeping and determining data for the annual budget bid lead by the Registrar. Management of the office Petty Cash.

## Outcomes

1. **Test and Interview Processes:** Excellent communication with prospective families, test days set up and run, pupils made to feel welcome, data gathered appropriately for selection meeting, offers made and responses collated and recorded, and meeting predetermined deadlines (KPIs:  agreed deadlines met for offers; accurate communications to all prospective and registered pupils; statistics accurately recorded.)
2. **Database and Office Data:** Database and paper files correspond; data fully accurate; emailed data met with minimal bounce back (KPIs: accurate letters, minimal bounce backs with major mailings).
3. **IT Strategy:**  New IT initiatives implemented to facilitate more effective, modern, and efficient working practices (KPIs: successful implementation of annually agreed new initiatives).
4. **Employing Technology:** New processes introduced to manage identified areas of the department’s processes (KPIs: successful implementation of online acceptances, online scholarship applications and communications).
5. **New Pupils’ Data:** information collected and distributed efficiently to colleagues; clients and users well supported through the process (KPIs: data collected within an agreed timescale).
6. **Administration:** All communication regarding recording registrations, making offers, recording acceptances, managing late *ad hoc* applications, uploading data to database, workload across the department is managed on time, particularly in pinch point moments.  Website is used effectively to advertise information (KPIs: Error free letters in all major mailings, agreed deadlines met, website updated as required, office harmony improved with smoothed pinch points).
7. **Front of House:** Events held are appropriately resourced in terms of dates identified, invitations made, and catering and staffing planned.  (KPIs: smooth running of all events yields positive feedback).
8. **UKVI:** the Senior Admissions Tutor is well supported and UKVI cover is provided throughout the summer for late CAS issues and BRP receipt (KPIs: successful collection of all BRPs).
9. **Line management of the Admissions Office Team:** Annual appraisals and appropriate training competed, team meetings called and chaired with agenda and minutes kept, vacant posts filled in consultation with Registrar. (KPIs: measurable IT ‘upskilling’ of all Admissions Staff, pinch points shared across the office team, staffing gaps bridged, new staff inducted, appraisals completed).
10. **Budgeting and Finance:** Data for budget bids easily available, potential cost controls identified and managed, Petty Cash records neatly reconcilable.

## Person specification

## Qualifications

* A higher-level qualification, or equivalent experience, in working with databases and office management

**Skills and experience**

* Confident with a wide range of software and databases, including Microsoft Office
* Excellent administrator with prior experience of a technical office environment
* Excellent numeracy and literacy skills
* Ability to prioritise multiple tasks on an ongoing basis
* Ability to work autonomously
* Able to communicate efficiently and diplomatically, in a timely fashion in a fast-paced environment
* Confident in suggesting and implementing changes for the benefit of Admissions and the School
* Identifies problems and inconsistencies; probes for further information; proposes solutions; and brings these to the attention of colleagues.
* Experience of working with young people in a school environment would be a benefit

## Personal qualities

* Friendly and approachable, with unflappable good humour even under pressure
* Enthusiastic and energetic, with can-do attitude
* Self-confident and professional
* Excellent attention to detail and time management
* Ability to take the initiative and to work flexibly
* Self-reliant with high levels of organisation and able to independently manage workload and plan-ahead effectively
* Ability to deal confidently with a wide range of people and provide excellent customer service

## Key relationships

The Admissions Department Manager reports to the Registrar.

Other **key relationships:**

* All Members of the Admissions Department
* Director of Information Systems
* GDPR Manager
* Deputy Registrar
* Senior Admissions Tutor
* Housemasters and Housemistresses
* Headmaster\*
* Headmaster’s PA
* Deputy Head (Academic)\*
* Deputy Head (Academic’s) PA
* Senior Deputy Head\*
* Senior Deputy Head’s PA
* HR Director\*
* Finance Director\*
* Assistant Head (Sixth Form) \*
* Academic Enrichment Coordinator
* Directors of Music, Sports, Drama, Art/Design Technology, Enrichment
* Music Department Administrator
* Sports Department Administrator
* Marketing Director\*
* Events Manager
* School Shop Manager
* OU Association Secretary
* Examinations Officer
* Health Centre Nurse Manager
* Porters

Members of Uppingham’s Leadership Teams are indicated with \* above

## Benefits

Working hours Normal working hours are Monday-Friday, 37.5 hours per week. Some out of hours and weekend work will be required.

Salary £40,000 per annum

Probation period Six months

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

Benefits 50% contribution to premiums for School’s private health scheme

Free membership of dual-use Sports Centre (£25 annual joining fee for full-time members of staff)

Free staff lunches in term-time

Staff fee concessions

Holidays The annual holiday entitlement is 30 working days, plus public holidays that fall out of term-time. Up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time. *Ad hoc* days off are permitted during term-time but the majority of holiday is to be taken during the school holidays. A minimum overlap of holidays between the PPL and Admissions Assistant is sought to ensure continuous cover for enquiries and holiday visits.

Notice PeriodThree months’ notice by the Employee, one month’s notice by the school during the probationary period, and three months in writing by either party thereafter.

## Safeguarding and Child Protection

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (child protection) Policy. If while 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, they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the headmaster.

*Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.*

Name:

Signed:

Date: