# Role Description

**Job Title: Admissions Administrator**

**Reports to: Registrar and Admissions and Database Manager**

## General Information

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 850 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 is an exciting opportunity to join a team passionate about the delivery of a welcoming and effective admissions process, of which Visiting Days are a crucial part. The role will support a consistently high-class experience for our prospective pupils and their parents. The role plays a key and central part in the administration of the processes leading up to a pupil joining Uppingham School.

## Job Purpose

The Admissions Administrator is a central role in the Admissions Team. The department is a 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 Assistant and Outreach Co-Ordinator.

The department recruits over 230 full boarders and 15 day-pupils per year, and the key focus of the role is to support the admissions journey with efficient, accurate and timely administration.

**Accountabilities**

**Event Administration Processes:**

1. Plan and administer of Uppingham’s 13+ and 16+ Visiting Days.
2. Communicate with prospective families, Housemasters and Housemistresses, Porters, (pupil) Tour Guides.
3. Prepare the prospectuses, register of attendees and badges and be present on each of the days.
4. Support the Registrar with administration and prospective parent communication post Visiting Day.
5. Support the Registrar with the planning of visits by the school to Prep Schools and Exhibitions.
6. Assist front-of-house on each of the 13+ and 16+ ‘Test and Interview’ days.

**Ongoing Departmental Processes:**

1. Support the overall administration of the pupil recruitment process such as processing of Registrations, production of offer letters and archiving.
2. Invigilating late (ad hoc) tests and non-CE tests (11+, 13+, 14+, 16+) as required.
3. Prepare post-event communications such as letters, mailings on both the database and in Microsoft Office to Prospective Parents and internally to (pupil) Tour Guides and staff.
4. Ensure a stock of Prospectuses and maps are available in visitor reception rooms and anticipate required supply for events.
5. Support the preparation of administrative processes within the department when required.

**Relationships**

1. Maintain good communication with the Registrar to ensure optimum implementation of all ongoing projects and administration.
2. Develop good internal alliances with colleagues as so much of the work of the Admissions Department is done through effective liaison with staff, both academic and support.

**Other**

1. Although a great deal of the work that the Admissions Department does is focused on excellent communication with prospective parents, there will be other tasks delegated by the Registrar or by the Admissions and Database Manager as required.

## Person specification

## Qualifications

* A higher-level qualification, or equivalent experience in administration.

**Skills and experience**

* Confident with a wide range of software and databases, including Microsoft Office
* Excellent organisational and planning skills.
* Excellent writing and grammar skills.
* Ability to work independently, as well as part of a team.
* Ability to work on multiple projects at one time.
* Ability to work under pressure and to deadlines.
* Excellent eye for detail.
* Ability to create and maintain effective working relationships with people at all levels.
* Good working knowledge of Microsoft Office Applications & strong IT skills.

## Personal qualities

* Well presented with excellent people skills.
* Friendly with a sense of humour.
* Enjoy dealing with people and children.
* Excellent attention to detail and time management
* Ability to work flexibly
* Self-reliant with high levels of organisation
* Ability to deal confidently with a wide range of people and provide excellent customer service

## Key relationships

The Admissions Administrator reports to the Registrar and the Admissions and Database Manager

Other **key relationships:**

* All Members of the Admissions Department
* Marketing Department
* Events Manager
* Catering Manager
* Headmaster’s PA
* Deputy Registrar
* Senior Admissions Tutor
* Porters

## Benefits

The role is all year around on a part-time basis of 25 hours per week during normal office working hours Monday-Friday. The actual times of which can be explored during the interview process.

Time worked on Saturdays on Visiting Days can be taken off in lieu during the week.

Salary £15,561 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 Administrator is sought to ensure continuous cover for enquiries and holiday visits.

## 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.*