



RMS FOR GIRLS

Senior Admissions Officer JOB DESCRIPTION

THE ROLE

Reporting to the Director of Marketing & Admissions (DoMA), the post holder will be responsible for delivering a first class admissions process, recruiting new pupils to the school from Pre-School through to Sixth Form with a particularly strong focus on the 4+ and 7+ entry points.

A key element of this role will be to engage with existing feeder nurseries and to identify and develop new feeder school relationships whilst also maximising retention from our own nursery provision. Working with the Director of Marketing and the wider Senior Admissions team, the postholder will play their role in the successful delivery of the pupil recruitment strategy and maximise every opportunity to meet the required targets. To achieve this, the Senior Admissions Officer will take responsibility for their specific area of recruitment.

Playing a key role within the wider Marketing & Admissions team, the role requires a commitment to providing exceptional customer service as well as excellent attention to detail, customer-focussed communication skills, the ability to manage, analyse and present data to support the wider team, ensuring the department meets the required recruitment targets. At times you might be required to travel both within the UK and overseas.

With a tenacious desire for results, the Senior Admissions Officer will be articulate and persuasive. They will develop excellent relationships with prospective families, feeder schools, educational agents and consultants. This is a role that requires a high level of proactivity and interaction with families, schools and agents from across the globe.

THE SCHOOL

RMS is a leading independent girls' day and boarding School with a forward-thinking approach to providing exceptional education to over 950 girls aged 2 – 18 and over 310 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.com for more information about our thriving school, with its excellent value-added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

With close proximity to both Rickmansworth train station (servicing Chiltern Railways and the Metropolitan Line) and the M25, the School is easily accessible by various means of transport.

In recent years, considerable investment has been made to improve the facilities for students such as the new Performing Arts Centre in 2019, the theatre space in 2022 and more recently the delivery of a coffee shop, conference room, a career's centre and a wellbeing room for the Sixth Form in the summer of 2023. Boarding facilities are continually being upgraded and all houses now boast wonderful communal facilities.

JOB SPECIFICATION

The duties of the post holder will include but not be limited to the following;

- Taking responsibility for a specific area of pupil recruitment (namely 4+ and 7+ entry points); managing and reporting on the process
- Lead on building excellent customer relations with families and feeder network for successful conversion of enquiries.

- Follow up and input enquiries and registrations on the admissions database (METIS) in full, and update records as appropriate as a pupil moves through the admissions process ensuring that the electronic filing systems are accurately maintained, and all documents are stored as required.
- Manage international student applications where applicable, to include communicating with agents, parents and schools as appropriate in arranging overseas entrance assessments.
- Process child student visa applications ensuring that UKVI compliance requirements are met.
- Maintain accurate data relating to the admissions pipeline to aid forecasting.
- Ensure timely follow up of all enquiries, and maintain contact with families throughout the admissions process.
- To tour prospective families when required (the preference is to use Sixth Form students in the Senior School)
- Ensure data quality and integrity is maintained on the Admissions database and that it is accurately exported to iSAMS when the student enrolls
- Provide key support for the organisation of Open Days and other Admissions events (such as Taster Events and Feeder School Events) which may involve some evening/weekend work (time off in lieu will be given).
- To support other members of the wider Marketing and Admissions team during peak points in the Admissions calendar and during holiday periods, ensuring a high level of customer care for all prospective families, both in the UK and overseas.
- Represent the school at external events
- Maintain the Feeder School database.
- To develop/maintain an awareness of the offering of competitor schools.
- Deputise for the DoMA in their absence, or as required.
- Other tasks as required to provide administrative support to the DoMA.

PERSON SPECIFICATION

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community as well as an affinity and understanding of the ethos of the school.

Experience and skills:

The following experience/ skills are essential:

- Previous experience of working in school admissions in a prep school setting
- Strong communication and interpersonal skills
- Excellent command of written and spoken English
- Exceptional organisational skills, with excellent attention to detail/ accuracy
- Articulate and persuasive
- The ability to multi-task
- Strong IT skills, including Google suite
- Ability to analysis and understand data
- Able to work as part of a team
- The ability to remain calm and positive under pressure and work to deadlines
- Proactive approach to planning and prioritising work with the ability to use initiative appropriately
- A knowledge of GDPR compliance
- Excellent ability to develop relationships with prospective families, feeder schools, educational agents and consultants

The following experience/ skills are desirable:

- Experience of school admissions processes, namely METIS & ISAMS
- Experience working with databases
- Experience in a customer focussed sales environment
- Experience in working in an Independent school

Personal Attributes:

The successful holder of this post will need to demonstrate that they have:

- Tenacious desire for results
- Strong customer focussed approach

- Target driven / sales oriented
- Commitment to personal professional development
- Ability to learn and implement new processes
- Professional appearance and a confident telephone manner
- A proactive and positive can-do attitude
- An ability to convert enquiries into acceptances
- Flexibility, enthusiasm and a desire to understand the uniqueness of RMS for Girls
- Flexibility to travel both within the UK and overseas
- A supportive understanding of the ethos of independent education, with a commitment to the school and its success

TERMS OF EMPLOYMENT

- A permanent contract, working full time (37.5 hours per week, 52 weeks per year)
- The postholder will be entitled to 6 weeks paid annual leave per academic year.
- Salary up to RMS Support Pay scale point S39 (£40,521 per annum)
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Staff pension scheme.
- Free lunches when the school's catering facilities are open.
- Access to an Employee Assistance Programme.
- Free car parking.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

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 ensure compliance with the School's Safeguarding Policy Statement 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 they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.