



STRATHALLAN  
Opportunities for *all* to excel



# Admissions Officer Appointment Brief February 2020

## **INTRODUCTION**

We are currently seeking an Admissions Officer to join our expanding External Relations department comprising marketing, admissions, development and alumni relations.

## **THE SCHOOL**



Strathallan School is one of the leading co-educational boarding and day schools in Scotland. There are over 520 pupils of ages 9-18, divided between the Junior House (Riley), the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley in a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is the nearest town some twelve minutes away by car and access to the motorways

puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder in 1920 when he moved the School from its original 1913 location.

## **THE EXTERNAL RELATIONS TEAM & PERSONAL ROLE**

The Admissions team comprises Admissions Manager, International Admissions Officer and UK Admissions Officer and reports to the Director of External Relations, with significant input from and contact with the Headmaster. This is a key function area of the School and is responsible for the successful recruitment of pupils to the School.

This appointment requires excellent communication skills and personal presentation, necessary for dealing with parents and colleagues. Strong organisation, accuracy and time-management is required to be able to manage workload under minimum supervision to meet both regular and ad-hoc deadlines. A positive and professional approach with a willingness to complete all tasks to a high standard is essential. As well as being reliable, trustworthy and conscientious with a fine attention to detail, the successful candidate will be keen to develop skills relevant to their work to improve their role in a small but tight-knit team.

The School is committed to ensuring all prospective parents and pupils receive a first class service from their initial open day visit and application to the assessment and selection process.

The UK Admissions Officer will have keyboard proficiency and be comfortable using standard applications such as Microsoft Word, Access & Excel and they will have the ability to learn new systems such as our pupil database MIS system iSAMS. As the post offered is often the 'first contact' in the School for prospective parents, the UK Admissions Officer must be fully knowledgeable in the Schools Admissions systems, have an understanding of the A-level, Higher and GCSE programmes, entrance exam requirements, Scholarship assessments and general School information.



Senior Houses



Riley House (junior pupils)

## **DUTIES & RESPONSIBILITIES**

### **Job Role:**

This is a varied and challenging role, requiring excellent organisation and communication skills (written and verbal) and soft sales skills. As an experienced administrator, you will understand that a hands-on approach and the ability to prioritise your workload are essential to succeed in this role. You must have an eye for detail and pride yourself on producing first class quality work.

You will assist with the preparation and smooth running of open events, answer queries, process applications on the School's iSAMS database, arrange appointments and interviews, generate reports, provide information to prospective new students and parents and maintain a comprehensive enquiries database from initial application through to offer and acceptance. You will be happy to contact and meet prospective parents as required to ensure they have all the information they need and to keep them informed of future events and key dates. The work is varied and interesting and the ideal candidate will have excellent communication skills and be able to work on their own initiative.

### **Job Purpose:**

To provide a professional and comprehensive admissions service and to ensure that all prospective families receive a positive impression of the School.

### **Accountable to:**

Admissions Manager

### **General Admission Process**

- To support the Admissions Manager in delivering an efficient professional and welcoming admissions service to all stakeholders.
- To deal professionally and efficiently with telephone, email and face-to-face enquiries to ensure that all applicants receive a positive impression of the School.

- To encourage conversion by proactively following up on applicant enquiries
- To maintain relevant records and statistics on iSAMS and Excel
- To compile statistical information and pupil lists and information as required
- To be a point of contact for prospective applicants and parents.
- To send out prospectuses and other relevant literature
- To administer registrations and applications
- To meet prospective parents and their children
- To assist the Admissions Manager in arranging tours and interviews with the Head
- To ensure follow-up correspondence is sent as per the Admissions Policy.

### **Key Responsibilities and Accountabilities**

- Maintain Strathallan's admissions database (iSAMS) and ensure it is up-to-date, ensuring that all enquiries/records of prospective pupils and registrations are entered into the database
- Write accurate and appropriate emails and letters at all stages of the admissions process, ranging from individual responses to preparing mail-merged mail-outs
- Follow up with prospective parents to encourage conversion
- Organise individual weekday visits by prospective parents and pupils including parental meetings with the Head and Admissions Manager. Relevant information to be provided to the Head prior to meeting with families. Visits include tours of the School.
- Provide a brief weekly summary of visits and taster days to communicate to academic staff
- Accurately record all changes to the School Roll as they are confirmed including, joiners, leavers and student changes in status (day to boarding and vice versa).
- Work with the Admissions Manager to arrange Assessment Days, make arrangements for prospective pupils, liaise with Heads of Departments regarding provision of entrance papers and liaise with Feeder Schools to ensure school reports/references are provided on all prospective pupils.
- Assist the Admissions Manager to organise Taster Days and Stays - liaising with House Parents
- Assist the Admissions Manager to organise Scholarship Days (11+, 13+ and Sixth Form) together with Senior Management Team
- Assist the Admissions Manager and Marketing to organise Open Days for Riley Junior House and Senior School.
- Attend Admissions meetings.

### **Key Skills**

#### **Skills and Knowledge**

- A high level of organisational and administrative competency
- Proven and demonstrable people skills
- Excellent interpersonal and communications skills; ability to establish good links with students, parents and staff
- Ability to maintain close and harmonious relations with work colleagues at all levels
- Ability to demonstrate successful and effective customer relations, communication and customer care skills
- Good oral skills and a sound command of written English
- Be an outgoing, confident, affable and positive personality
- Be a team player who can work well under pressure
- Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver outputs
- Be a person who is able to mix easily with persons of any culture or background
- Critically, the post holder must have an excellent telephone and personal manner.

### **Qualifications / Experience – Essential**

- Good literacy and numeracy skills
- Experience of working in a customer focused environment

- Significant experience of working in an administrative environment
- Good computer literacy with good facility in using Microsoft Word, Excel and database programmes

#### **Qualifications / Experience – Desirable**

- Understanding of the principles and practices of recruitment and admissions
- An understanding of good data management practice e.g. Data Protection

#### **Other Requirements**

- Satisfactorily meeting the school's employment checks, references, qualifications and legal entitlement to work in the UK
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage proactively in the performance review process
- Work towards and support Strathallan's vision, mission and values and the current school objectives outlined in the School Development Plan.
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Undertake other reasonable duties related to the job purpose required from time to time.

### **OUTLINE TERMS & CONDITIONS**

#### **REMUNERATION**

The salary for this post is expected to be in the region of £20-22K depending upon suitability, qualifications and experience.

#### **HOURS OF WORK**

You will, within reason, be expected to work such hours as may be necessary for the efficient carrying out of your responsibilities normally 5 days per week in consultation with the Head and Admissions Manager. Your normal working day is considered to be 0800-1700hrs. An hour is included for lunch. There will be a requirement for some weekend/evening work in order to participate in follow up calls, Scholarship Days, Open Days and promotional events.

#### **HOLIDAYS**

You will be entitled to 30 days paid holiday per year inclusive of public holidays.

#### **PENSION SCHEME**

You will have the option to join the Strathallan Group Personal Pension scheme after completing your probationary service with the School or to join NEST under auto-enrolment.

#### **SICK PAY**

Subject to a minimum of one year's service, a School Sick Pay Scheme is offered to the position of Admissions Officer.

#### **OTHER BENEFITS**

During each School Term, you will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

## **OTHER INFO**

As the work is in a school context, you will be required to attain PVG membership.  
You should, if possible hold a valid full UK driving licence and must be eligible to live and work in the UK.

Further details of the School and this vacancy can be found on the School website: [www.strathallan.co.uk](http://www.strathallan.co.uk).

To apply, a completed application form, including the names of two referees, a full CV and a supporting letter of application should be submitted by email to the HR Officer via [recruitment@strathallan.co.uk](mailto:recruitment@strathallan.co.uk) or by post to: The HR Officer, Strathallan School, Forgandenny, Perthshire, PH2 9EG.

**Closing date for receipt of all applications is 12:00 noon on Friday 28<sup>th</sup> February 2020**