



## **Fulneck School**

### **Admissions Manager**

#### **Job Description**

Fulneck School is looking for a highly organised, driven and personable Admissions Manager to work with the Senior Leadership Team and our marketing consultants to promote and manage pupil admissions for the School, both nationally and internationally.

The successful candidate will have a proven track record in an administrative environment and will have a highly organised approach, with a results driven focus. Previous experience of working in a school or school admissions department would be highly desirable, particularly with experience of managing international admissions and study visas. However, it is not essential as training can be provided.

The Admissions Manager will possess excellent interpersonal skills and as the first point of contact at the school will convey warmth, confidence and professionalism with ease, so that each prospective student and their family form a positive first impression of the school.

They will understand the importance of the admissions role within the school and will require excellent organisational skills, a friendly manner, database experience and the ability to work accurately under pressure and to multi-task across all aspects of administration. The successful candidate will have a keen understanding of excellent customer service and the need to achieve admissions targets across the school.

#### **Purpose:**

The Admissions Manager will be responsible for overseeing the complete admissions process from initial enquiry to the pupil joining Fulneck School.

The key responsibilities of the role are:

- Be the first point of contact for all admissions enquiries into the school. Ensuring all enquiries receive a warm welcome and excellent first impression of the school.
- Maintain the school's database, ensuring that all enquiries/ records of prospective pupils are entered on to the database and tracked to completion.
- Manage each enquiry individually, maintaining frequent personal contact and; sending out literature and information, answering questions regarding the school and organising:
  - Parental tours
  - Pupil taster days
  - Entrance assessments/ tests
  - International skype interviews
  - International agent and guardian visits

- Liaise with the Principal/Vice-Principal/Head of Juniors regarding suitability of prospective pupils for entry to the school.
- Liaise with the Bursar and Heads of Department regarding Bursary & Scholarship requests.
- Manage the pupil offers process and ensure all pupil paperwork and contracts are in place for the successful acceptance of offers.
- Manage the above end-to-end admissions process in line with the Independent Schools Inspectorate guidelines, ensuring we are compliant at all stages
- Manage the schools UKVI sponsorship status, completing any VISA sponsorship applications in line with UKVI guidance (training will be provided if required) and ensuring we are compliant at all stages.
- Be proactive in promoting the School and seek opportunities to raise the profile of the School.

In addition to the administrative side of the role, the Admissions Manager will be central to the school achieving our admissions targets for the year and will:

- Monitor current and future school roll numbers, producing regular reporting on enquiries, new pupil numbers and leavers.
- Work with the Principal, Leadership team and marketing consultants on initiatives to increase pupil numbers including; enhanced feeder school networks, admissions events, improved marketing to the enquiries database and international agency liaison.
- Support the relationships with existing and new Education Agents to identify future opportunities to place students with the school, both on a short and long-term basis.

### **Person Profile**

**It is expected that the Admissions Manager will have:**

- An excellent academic record, up to Degree level or equivalent
- A minimum of 24 month's workplace experience, with strong administrative experience
- Experience in an Admissions department is highly desirable but not essential. Just as desirable is a knowledge of and comfort with, relationship-based selling
- Experience of working with the UKVI, study visas and visa sponsorship would also be highly desirable, although again is not essential as training will be offered
- Strong results driven outlook, with a desire for continuous improvement
- Excellent organisational skills, with the ability to manage multiple pieces of work at one time
- Enthusiastic 'can do' mind-set
- Excellent interpersonal and communication skills, with the ability to put others at ease, including prospective parents and pupils, ranging from the ages of 3-18 years
- Ability to demonstrate successful and effective customer relations, communication and customer care skills
- Good computer literacy and good facility in using Microsoft Excel and database programmes (including SIMS)

**The successful candidate will also be:**

- Confident and positive, presenting warmth and professionalism at all times. Capable of establishing a rapport with new people quickly and communicating persuasively with people of different backgrounds
- Committed to supporting Fulneck School fully in this highly responsible position

- A self-starter with the drive and energy to join a fast-paced team
- Extremely well organised, with the ability to manage multiple stakeholders to deliver a first class experience of the school
- Be capable of showing initiative, including improving admissions processes and procedures to help to positively convert more enquiries from prospective families
- Capable of applying analytical skills to business matters
- Possess good team working skills

## **About Us**

Fulneck School is an independent day and boarding school for boys and girls aged 3-18. We are situated in a traditional English village just 5 miles from Leeds city centre. With easy access by air, rail and road, yet set in the beautiful Yorkshire countryside, Fulneck School is an ideal choice for parents looking for a day or boarding school for their children.

We pride ourselves on setting high expectations for every individual, instilling good manners and fostering an ethic of hard work. Our community is enriched by the cultural diversity of our pupil body, with day pupils coming to us from across Yorkshire and boarders from all over the world. Pupils experience outstanding opportunities inside and outside the classroom, learning how to work in a team and how to provide the leadership that our society needs.

We are a small school and therefore offer a more personalised education than many other schools. Parents choose us for our small class sizes, focus on individual needs, whether that be an Oxbridge education or additional support in our award-winning Learning Support Unit, and the warmth of our environment.

## **Working at Fulneck School**

We are a small and warm community which is looking to move forward and ensure that we are providing an education that prepares pupils for the exciting yet challenging world that awaits them.

Members of staff at Fulneck School receive free lunch during term time, tea and coffee facilities, car parking and 75% remission on school fees.

- This is a full time role
- Salary £22k-£24k per annum depending on qualifications and experience.