



## **Durham Cathedral Schools Foundation**

### **ADMISSIONS OFFICER (Chorister School)**

#### **Job Purpose**

Chorister School is seeking to appoint an Admissions Officer to work as part of its Admissions and Marketing team. As a first point of contact for prospective parents, a warm, professional, energetic and helpful personality is necessary to ensure that all enquirers receive a first-class service.

<b>Line Manager:</b>	Admissions Manager
<b>Based:</b>	Chorister School, The College, Durham, DH1 3EL. 18.75
<b>Work hours:</b>	18.75 hours per week, hours to be discussed if needed (includes some weekend working, flexibility expected and given)
<b>Annual leave:</b>	25 days paid holiday pro rata (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas
<b>Interviews:</b>	Applicants that can evidence experience and skills to meet the criteria will be interviewed on a rolling basis.
<b>Start date:</b>	Immediate

#### **The role**

The Chorister School Admissions Officer is responsible for the smooth running of the admissions process for domestic applicants to Chorister School (ages 3–11). The Admissions Officer is the main point of contact for parents from enquiry through to their child being admitted in school.

The role holder will manage the annual admissions calendar for the junior school and coordinate sign-ups for Open Mornings, admissions recruitment activities eg. Stay & Play and Teddy Bears Picnic, and organise individual tours, taster experiences and assessments as required.

They also take charge of ensuring the necessary paperwork is in place prior to a child's enrolment in school.

The Admissions Officer manages the admissions process for Durham Cathedral

Chorister recruitment.

This is a busy role which would suit a highly organised person who also enjoys interaction with parents and children. They are also skilled at working with colleagues from both academic and non-academic backgrounds to ensure the admissions process delivers the best possible customer experience.

### **Responsibilities**

This is a wide-ranging role which includes the following main responsibilities:

- Organise the logistics of prospective parent/pupil visits to the school with the Head, liaising with all key stakeholders including Senior Leadership, form tutors, senior house staff and pupils. Head to take the tours.
- Coordinate the logistics of all Open Days and admissions events within the school for prospective pupils including attendance at events.
- Regular liaison with key staff involved in the admissions process.
- Coordinate end to end administration of individual pupil applications.
- Maintain impeccable ISAMS records for each applicant up to the point they are admitted.
- Provide data to the Headmistress, Director of Admissions & Marketing and Admissions Manager at key points in the admissions calendar.
- Organise taster days for prospective pupils, including liaison with relevant staff to ensure days are aligned to the child's needs/interests.
- Liaise with Durham Cathedral music staff and all other stakeholders with regard to Cathedral chorister recruitment processes.

Other duties include:

- Manage the stock of new enquiry packs (prospectus, brochures etc) for visiting families.
- In addition, all members of the department are expected to work flexibly to meet the aims and needs of the school and admissions department. At this times this may involve jobs that are not directly related to admissions but support other members of the Admin team and for the good of the school.
- To undertake correspondence associated with enquiries and admissions.
- To request and follow up pupil references.
- To set up new pupil files.
- To undertake all administration associated with visits.
- To follow up enquiries.
- To arrange prospective pupil assessments, including internal and external communication as appropriate.
- Ensure new pupils are allocated to Houses and Forms and update relevant documents as required.

## **Person Specification**

- Knowledge of Microsoft office packages and databases.
- A friendly, positive and professional attitude.
- Knowledge of social media and other online marketing tools.
- Attention to detail and accuracy in work.
- Proactive approach.
- Excellent communication skills.
- Well organised and efficient.
- Flexible approach to duties undertaken and working hours.
- Ability to work under own direction and as part of a team.
- Ability to meet deadlines and prioritise work effectively.

## **Conditions of Service**

This role will be a part-time, full-year role preferably, Term time plus 3 weeks would be considered.