



Recruitment Information Pack

Admissions Officer

Location - Holt, North Norfolk, UK

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

<https://www.visitnorthnorfolk.com/>

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal flourish extending to the right.

HOW TO APPLY

Admissions Officer

If you would like to apply for the position of Admissions Officer, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications: All application forms should be emailed to applications@greshams.com or sent by post to the HR Department:

Gresham's School
Old School House
Church Street
Holt
Norfolk
NR25 6BB

Please submit your application by the **closing date of Wednesday 26th June 2019**. If your application is submitted after this time, we will not be able to accept it.

Please note we reserve the right to appoint to the post, prior to the closing date.

Start Date: ASAP

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory Enhanced DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

JOB DESCRIPTION: Admissions Officer

REPORTING TO: Admissions Manager

Gresham's is seeking to appoint an experienced Admissions Officer with responsibility for supporting the management and operation of all aspects of pupil recruitment, from enquiry through to admissions, as well as the achievement of admissions targets.

The successful candidate will be part of the Admissions and Marketing team which is currently staffed by the Director of Marketing and Admissions, Admissions Manager, Marketing Manager and Admissions Assistant.

The Role

The Admissions Officer will be responsible for providing a friendly and efficient admissions service to all prospective pupils, parents and agents; maintaining appropriate levels of contact with all prospects throughout the journey from enquiry through to admission, as well as for the efficient management of the admissions database and the end-to-end management of all admissions procedures.

In addition to administrative work related to Admissions, the jobholder also provides administrative support to the team.

The Admissions Officer will be an excellent team player with a friendly, calm approach and first class organisational skills. As well as a demonstrable track record of success in admissions management or customer service in a comparable organisation, the successful applicant will have strong IT, data management and administrative skills and the ability to work effectively under pressure.

Key Responsibilities

Process and Administration

- Respond to admissions enquiries from parents, agents and other stakeholders promptly by email, Skype, telephone, letter and face-to-face. Compose replies to enquiries as appropriate
- Organise individual visit programmes including organising and briefing school guides, confirmation to parents, capturing details of visits on the RSAdmissions database
- Ensure data input and maintenance of prospective students information in RSAdmissions and in the SIMS database for all three schools - Pre-Prep, Prep and Senior schools
- Maintain input of prospective and registered pupil records for all three schools on RSAdmissions database
- Ensure prospective pupil electronic and paper files are kept up to date at all times
- Record prospective student status
- Ensure all paperwork for scholarship and bursary applications is recorded accurately and distributed when necessary
- Issue offer letters/ letters of rejection and records for all three schools
- Assist the Admissions Manager to ensure admissions information is kept up to date e.g. subject course information, fees, entry requirements
- Administer the production, collation, and distribution of new pupil packs
- Actively share accurate and relevant new pupil information with relevant academic and support staff
- Distribute completed paperwork for new students to relevant departments
- Administer recruitment of student guides and maintain an up to date guide database
- General office and budget administration

Event management

- Assist the Admissions Manager with organising and planning admissions and marketing events e.g. open days, scholarship assessments, taster events and attend such events accordingly
- Work with academic staff and the Admissions Manager to process entrance examinations

Overseas admissions management

- Collate and record UK Border Agency relevant data e.g. pupil whereabouts during exeats, pupil visa and passport information
- Issue visa documentation and issue CAS when required

Teamwork and reporting

- Work alongside and meet regularly with the Admissions Manager to plan and review activities
- Work with the Admissions Manager and relevant academic and support staff to effectively and efficiently process applications to the school
- Build relationships with internal and external stakeholders e.g. academic staff, parents, agents, other schools' admissions staff
- Liaise with the Head's PAs at Gresham's Nursery & Pre-Prep and Gresham's Prep regarding admissions related enquiries

KEY REQUIREMENTS

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
Good general level of education, including numeracy and literacy	✓	
Professional Experience, Personal Competencies and Skills	Essential	Desirable
Experience within an admission/registry environment		✓
Experience in a professional administrative role	✓	
Excellent interpersonal and relationship management skills at all levels	✓	
Excellent communication skills, both oral and written	✓	
Excellent forward planning, personal organisation and time management	✓	
Professional appearance and manner	✓	
Good customer service/'front of house' skills	✓	
Proven ability to take initiative and responsibility for own output	✓	
Experience of organising events	✓	
Good team member	✓	
Experience in education or a similar sector, ideally independent schools	✓	
Ability to prioritise and keep calm under pressure	✓	
Positive demeanour and 'can do' approach to workload	✓	
Excellent ICT skills – experience using outlook, word, excel and databases	✓	
Experience using RSAdmissions database and/or SIMS database		✓
Experience of working with children and/or young people		✓
Clean driving licence		✓
First aid certificate		✓

Remuneration & Benefits

Salary: Up to £24,000 per annum full-time (37.5 hours a week, 52 weeks a year)

Other benefits include:

- Free school meals during term-time
- Car parking on site
- School's Contributory Pension Scheme (after completion of 3 months' service)
- Private Medical Insurance Scheme
- 5 weeks holiday pay
- Life Assurance



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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www.greshams.com

Registered Charity No: 1105500