



ST LAWRENCE
COLLEGE

Job Description Junior School Admissions Officer

Reports to: Head of Junior School

Co-ordinator: Head of Admissions

Job Purpose: As a key member of the College's Admissions team, the post holder is responsible to the Head of Admissions for supporting the implementation of the School's admissions strategy, including the maintenance of accurate data and preparation of summaries, statistics and reports as required.

Main Duties and Key Responsibilities:

- Responding to all incoming enquiries from prospective parents and international agents at all stages of the admissions process, dealing with all issues in a timely manner in consultation with the Head of the Junior School.
- To manage the admissions process from initial enquiry to admission, including organising visits, taster days, references, scholarship applications and tests, supporting the Year 6 to Year 7 transition and all relevant paperwork. Following the College Admissions process, this will include giving tours and meeting families.
- Draft all official communication in consultation with the Head of the Junior School, maintaining and developing relationships with key agents and prospective parents.
- Maintain the admissions database to ensure that it is up to date and provides access to all information regarding enquiries and applications for places, including progress information on all applications.
- Provide statistical reports to the Head of the Junior School and the Head of Admissions.
- Along with the Head of Admissions, process Tier 4 Visa Applications and maintain accurate records for inspection visits. Organise and arrange Police Registrations and BRP (Biometric Residence Permits).
- Maintain class and house lists in collaboration with the Deputy Head of the Junior School
- Liaise with accounts regarding all new starters and leavers.
- Being an active part of the College community, which includes knowing the staff team and being aware of key events within both the Junior School and the Senior School.
- Build long-term relationships with Junior School families whilst they transfer schools/move into the area.
- Responsibility for KCC Child Missing in Education Safeguarding for leavers and request safeguarding information for new starters.
- Book and manage Nursery sessions throughout the year, liaising with parents, Nursery staff and accounts as necessary.
- Operate the 'Little Explorers' pre-school parent and child group.
- Distribute information about prospective and new entrants to relevant staff.
- Identify ways of improving and developing the College's Registration processes.
- Respect at all times the confidential nature of documentation containing personal information (in accordance with the College's Data Protection principles) and concerning the work and business of the School.
- Comply with all relevant policies, procedures and practices of the School.

- To communicate regularly with the Head of Admissions on all issues as they arise affecting prospective student enquiries.
- Any other Admissions related tasks deemed necessary by the Head of the Junior School or the Head of Admissions.

Personal Competencies and Qualities:

- High professional standards with meticulous attention to detail.
- Excellent customer service and communication skills.
- The ability to present a calm, courteous and professional image at all times, whether on the telephone or in person.
- A team player who is able to work effectively with colleagues at all levels.
- Ability to meet deadlines, work under pressure and prioritise tasks.
- Flexible approach to your duties and working hours.
- Self-motivated.
- Ability to articulate the ethos, standards and aspirations of the College.
- Good working knowledge of all MS packages and School Software plus ability to learn new systems, e.g., RSAdmissions.

Working for St Lawrence College the role will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report safeguarding concerns to the College's Designated Safeguarding Lead (DSL).
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the relevant College Staff Handbook.