

JOB DESCRIPTION

Job Title:	Admissions, Marketing & Development Administrator
Hours:	37.5 hrs/wk
Status:	Full-time
Salary:	£18,012 per annum
Responsible to:	Director of Marketing, Admissions and Development

Job Purpose:

The **Admissions, Marketing & Development Administrator** is a well-supported key contributor to the Queen's College Marketing, Admissions and Development team, providing support to parents, students and staff in the registration of admissions and all internal and external communications.

Main Duties:

Admissions:

- Communicate with parents, students and others with respect to registration, classes, schedules, scholarships and awards
- Provide timely, efficient and friendly responses to all school admissions enquires and ensure thorough follow up of all enquiries, visits, and tasters. Collate all data following any visit or taster day and keep timely and accurate records
- Administer and record all enquiries, in progress applications, bursarial applications, Scholarship applications, offers, acceptances / declines / rejections
- Send acceptance contracts and joining communications to all new families
- Prepare all visit schedules and pupil overviews for staff
- Support the team in planning tailored schools tours, open events and shows
- Help complete admission and other legal documents for domestic and international students, liaising with key team members
- Support the Admissions Manager and Communications Manager with UK and International Agent Liaison
- Attend, administer and prepare for external shows throughout the year in support of the Admissions Manager and Director of Outreach and Partnership
- Coordinate all Scholarship logistics - including communicating with candidates, preparing registration information for teachers, arranging schedules and materials, keep accurate and up to date records of all scholars
- Collect e-auditions, send results
- Send out scholarship and bursarial information / contracts to students, collecting those returned and following up to secure scholarship contracts
- Support Summer School admissions

- Database Administration - Maintain records including student databases : WCBS - Reconcile student database records and implement the registration procedure for new and returning students
- Consult with other staff to develop and improve on registration schedules and procedures
- Support the Admissions Manager in the development, promotion and implementation of sound policies, procedures and objectives for the department
- Support the Admissions Manager with administration of travel plans for key staff, book exhibitions, flights, hotels, transfers and arrange visas

Outreach and Community

- Support the Director of Outreach and Partnership with administration of community initiatives, links with preparatory and prep schools
- Support the Admissions Manager and Director of Outreach and Partnership with the administration of community educational programmes

Development:

- Support the Development Manager ensuring up to date database records of Old Queenians
- Administratively support the Development Manager with the planning for annual Old Queenian reunions
- Administratively support the fundraising project manager with client follow up and data management

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: July 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Qualifications, Experience, Attributes:

(E) = Essential, (D) = Desirable

Qualifications/experience

Administrative experience regarding use of word, excel, email and databases. WCBS an advantage, however training will be given. Ability to use databases, input data accurately, keep records and collate data is needed.

Good customer service / customer facing skills are essential with a friendly yet efficient demeanour.

Knowledge

Good knowledge of IT – Word, Excel, Database administration

Understanding of educational environments an advantage but not essential. Ability to provide a high level of administrative service in a diverse cultural environment, and be part of a vibrant and efficient team is as important

Skills and Abilities

Excellent written and oral communication skills

Excellent IT skills

Customer facing

Trustworthy

Efficient and effective with fast response times

Accurate

Personal/professional qualities

Ability to liaise confidently with a range of colleagues in a busy and vibrant community

A team player with a can do attitude

Ability to offer a very high level of supportive customer service, while maintaining efficient, systems based administrative services to the College

A good sense of humour and hands-on when needed, to be a part of a welcoming and very effective team