

Bloxham School



Job Description for Admissions Officer — 09/07

Reports to: Headmaster's PA

Bloxham School seeks to appoint an Admissions Officer with the following personal qualities: ability to work as part of a team enthusiastically, a good telephone manner, enjoys meeting people, good IT and proof reading skills, the ability to compose letters and above all a sense of humour.

Main Duties and Responsibilities

- Deal with telephone enquiries and emails as appropriate.
- Administration of cheques and Registration and Acceptance Forms.
- All correspondence with regard to prospective parents.
- Liaise with Housemasters/Housemistresses and Head of Dyslexia with regard to prospective parent/pupil visits.
- Keep numbers board up to date.
- Filing, photocopying and mail shots as appropriate
- Arrange visits for prospective parents and pupils (not overseas).
- Ensure Joining Information is kept up to date in conjunction with colleagues within the Admissions Department.
- Make sure forms in Prospectus are up to date and keep sufficient supplies in office.
- Manage prospective pupils' database.
- Open Day/Prep School follow up procedures in conjunction with colleagues within the Admissions Department.
- Help prepare Open Days and Evenings.
- Attend all Open Days and Evenings.
- Prepare new pupils' files.
- Assist Headmaster's PA with typing of reports as required.
- Proof Reader for web site items, reports etc as required.
- On rota for working Saturday mornings.
- Dispatching external and internal mail at the end of each working day.
- Maintain close links with the Headmaster, Director of Marketing and Headmaster's PA.
- Be prepared to assist colleagues within the Admissions/Headmaster's Department when required (sickness, heavy workload etc.)

This post will be term time, Monday to Friday, 9 am – 5 pm with occasional Saturday mornings, and for agreed periods during the school holidays, approximately 3 weeks in total, plus a few days at the beginning and end of each term. (Bloxham's terms are considerably shorter than those of state schools).

Closing Date for Applications Friday 1 June

