



Admissions Assistant (Senior School)

Our busy and dynamic Admissions Team are seeking to appoint a team member to assist in the management and administration of Day admissions to the Senior School from the initial point of enquiry through to student enrolment. A significant proportion of the job involves the recording and management of pupil data through a very extensive admissions process using the School's online admissions system, OpenApply and the School's MIS (Management Information System) iSAMS and use of Google sheets.

The Admissions Assistant will provide support with each stage of the admissions process for both 11+ and 16+ applications (and other year groups within the senior school where appropriate) including:

Responding to all incoming enquiries via email and telephone, offering guidance and support to parents through every step of the application process, including Bursary and Scholarship applications, entrance assessments and onboarding.

Organisation and management of admissions events to include: Open Mornings, Group Tours, Sixth Form interview afternoons and Senior School Fairs, and to be in attendance to engage with prospective families and build positive relationships.

Job Purpose

Planning and coordination of individual candidate meetings, and entrance assessments for 11+ entry.

Planning and coordination of scholarship assessment days.

Preparation and communication of formal offers, and outcome of Bursary and Scholarship applications.

Further to the above, candidates should have a good working knowledge of data management and be confident using both CRM and MIS systems and creating and updating spreadsheets. A previous working knowledge of Google suite would be preferable.

All members of the School's operational staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time. These will include attending Senior School Education Fairs after school/evenings, and Saturday attendance at our annual Open Morning in June, Year 7 Taster Day in October and our Entrance Examination in late November/early December.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times. The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the School.

It is important to find the person who will give the right impression, build strong and lasting relationships, live through our values, and believe in our aims and ethos

Hours

8.30am - 5.00pm Term-time only; 5 weeks in school holidays (to be agreed with Line Manager)

Report to

Head of Admissions

Contacts

Headmaster, Director of Development, Senior Deputy Head, Deputy Head Academic, Director of Sixth Form, Boarding Recruitment Manager, Heads of Year, Prep School Admissions Manager, Finance Team, Marketing & Communications Team, Database Team, Admin Team, Director of Studies, Head of Learning Support, Head of English as an Additional Language, Heads of Boarding Houses, Heads of Music, Drama and Dance, Director of Sport, Heads of Maths, English and Art, Master in Charge of Chess

Department

Admissions

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Key Tasks

Communication:

- To provide a positive, warm and friendly welcome to prospective parents and pupils when they visit the School
 - The Admissions Team is usually the first contact prospective parents have with the School. Knowledge, understanding and belief in the School's values, ethos and aims – and the ability to communicate this directly and indirectly – are important aspects of this role.
- To ensure that all contact with prospective parents, agents, and feeder schools is professional and of the highest quality both in person, on the telephone, and via written communication.
- To respond to all incoming enquiries, offering guidance and support to parents through every step of the registration process, including Bursary and Scholarship applications.
- To be able to communicate confidently, effectively and professionally with both internal and external stakeholders eg. prospective parents and pupils, feeder schools (including the Prep School), colleagues, and outside agencies.

Admissions Process:

To assist in the running of the Admissions process for the Senior School (from 11-18) and therefore support the Headmaster, Deputy Head (Academic), Head of Admissions and Finance Director. This process includes, but is not limited to:

- Administering the admissions process at every year of entry for the Senior School (11+ to Sixth Form) from initial point of enquiry through to student enrolment.
- Database Management – a significant proportion of the job involves the recording and management of pupil data through a very extensive admissions process using the School's online admissions system (OpenApply) and the School's MIS (Management Information System) iSAMS. Previous working knowledge of these systems, or similar, would be highly advantageous, although training on our systems will be provided.
- Monitoring and recording of applications as they are received to check the information provided is both accurate and complete.
- Management and coordination of the examination board registration process for entrance assessments, and to provide clear and concise communication to parents.
- Liaising with feeder schools to request information on candidates. This includes sending references and safeguarding requests.
- Preparation of letters to parents informing them of the outcome of entrance examinations, scholarship assessments and bursary applications, including Sixth Form conditional offers.
- Coordination and checking of acceptance documentation and related information.
- Preparation of data for migration of student records from the admissions system (Open Apply) to the School's main database (iSAMS).
- Assisting with the provision of New Joiner Information for all new students
- Collating and circulating full details of all students starting at the beginning of each academic year.
- To assist with the monitoring of the arrangements for sponsored Day students.

Events & Assessments:

- To assist with the planning and delivery of a programme of events both within and outside of the school working day, including Open Days, Senior School Education Fairs, feeder school visits, Sixth Form Interviews, Year 5 Taster Days and New pupil and Parent Introductory Events.
- To take a lead role in the planning and implementation of the weekly Senior School Group tours.
- To assist with the planning and coordination of individual candidate meetings and the main entrance examination process.
- To work closely with Heads of Departments to coordinate Scholarship assessment days and workshops.

Compliance:

- To ensure that we adhere to the School's Admissions Policy.
- At all times, work within the School's policies and procedures, ensuring compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Health and Safety at Work Act and National Care Standards.

All members of the operational staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent development and the best interests of the School.

Essential Qualifications, Experience and Character Traits

1. We are looking for someone with a positive, pro-active outlook and can-do attitude, who will:

- Understand and personify the School's values, aims and ethos
- Have a warm, welcoming and articulate manner both verbally and in writing
- Be a team-player who works well with fellow colleagues across the organisation
- Be able to deal with numerous tasks at once and manage priorities
- Be able to work and keep calm under pressure

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- Demonstrate discretion and confidentiality
- Be able to deal with sensitive and personal information
- Demonstrate a high level of empathy, sensitivity, and understanding of the issues faced by parents.
- Be able to resolve conflicting demands and create positive outcomes through a solution-focused approach
- Demonstrate a willingness to develop personally, learn from mistakes, and engage with the wider School community.

2. The post-holder will demonstrate the following skills and qualities:

- Excellent organisational skills
- Proven customer service experience in a busy, complex service-driven environment
- Excellent IT and administration skills and a good understanding of data management (experience of MIS and CRM systems, ideal within a school would be advantageous)
- Open-mindedness
- Consistency and loyalty
- The ability to multi-task and prioritise work efficiently
- Resilience
- Flexibility
- Initiative
- Determination
- Excellent interpersonal skills
- Outstanding communication skills, both verbal and written
- A good sense of humour
- Living by the School's values and using them to guide and inform their work:
 - We embody our values of virtue, learning and manners just as those before us have been doing since 1557. We are proud of our modern inclusive community which is shaped by our Christian Foundation. Our pupils are confident without being arrogant, they look out for each other, they do the right thing, even when no-one is looking and they respect difference: you will see a footballer enjoying lunch with a chorister and a dance captain running a recycling project with a young chess enthusiast.
 - We help our pupils to solve problems. In partnership with parents, we teach them to persevere after setbacks, adopt a growth mind-set, and challenge the norm. We encourage them to ask questions in class and take control of their own learning. Of course, they work hard and enjoy great success in and out of the classroom, and once they've left us, many go on to use and develop their leadership skills and achieve beyond their expectations, always remembering what Brentwood has taught them.

That's who we are. We are Brentwood.

Safeguarding

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Admissions

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