



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Admissions Coordinator
Department: Marketing and Admissions
Report to: Head of Admissions
Date: October 2024

ROLE

To ensure effective communication and process throughout the admissions journey, working predominantly with UK families from initial enquiry to first day at school.

SUMMARY OF DUTIES

- To be the primary point of contact for matters relating to UK admission to the Senior School.
- Ensure effective follow-up systems for all enquiries, tours, registrations and offers of places.
- To manage and maintain pupil entry lists and records to standards described by the Minimum Boarding Standards and UKVI requirements.
- To support with contact and administration of overseas admissions as required.
- To organise and conduct tours of the School for prospective parents and pupils.
- To work closely with the Director of Marketing and Admissions and Head of Admissions in organising and running in-school events such as Open Days, Guest Mornings and Scholarship Days.
- To work closely with the Deputy Head Academic, Director of Marketing and Admissions and Head of Admissions in organising and running the Scholarship Process.
- Oversee admissions testing under the supervision of the Deputy Head Academic including the co-ordination of marking and results dissemination for Common Entrance.
- Liaise with The Prep School regarding pupils moving up to the Senior School at 11+.
- Ensure that information on prospective pupils is collected and disseminated to House Parents, Timetabling Team, EAL and other relevant parties.
- Produce pupil forecasts for the Head and Bursar and keep them abreast of any trends or patterns in the recruitment market.
- To provide regular information on pupil recruitment to the Head and other relevant individuals.
- To contribute to the development of an efficient and effective pupil recruitment strategy.

- To liaise with the Marketing department to coordinate the recruitment and marketing calendar.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
 - Any other duties as reasonably directed by Director of Marketing and Admissions, Head of Admissions or Head.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Excellent communicator, both verbally and in writing.
 - Experience of, confidence in and a track record of excellent customer relationships.
 - Strong interpersonal skills, confident on the phone and warm in interactions with colleagues, prospective parents, and feeder schools.
 - Experienced administrator and confident in managing databases.
 - Ability to work under pressure, manage own time, multi-task with tight deadlines.
 - Excellent IT skills.
 - An understanding of the independent education sector.
 - Confident, enthusiastic and self-motivated.
 - Good problem solver who shows initiative and an ability to think ahead.
 - Can-do attitude with a willingness to get involved.
 - A good sense of humour and an ability to remain calm under pressure and to cope with the unexpected.
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- This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.
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Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___