



BISHOP'S STORTFORD COLLEGE

ESTD 1868

Admissions Officer (Prep School)





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

WELCOME FROM THE HEAD

Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.

Kathy Crewe-Read



INTRODUCTION TO THE COLLEGE

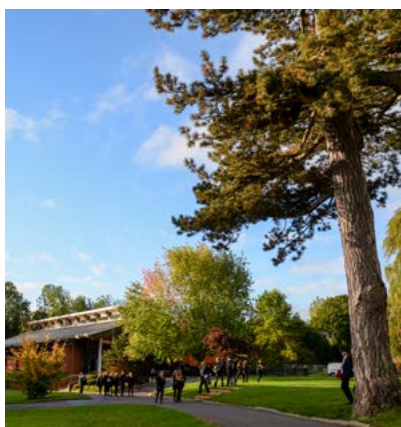
One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

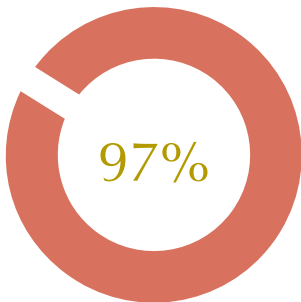
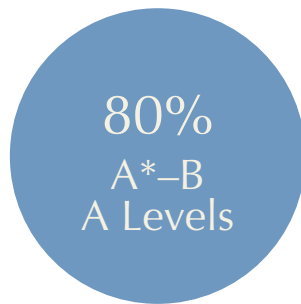
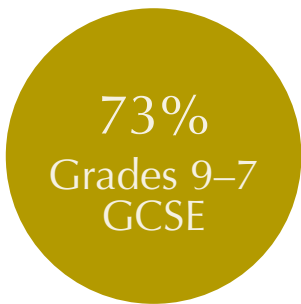
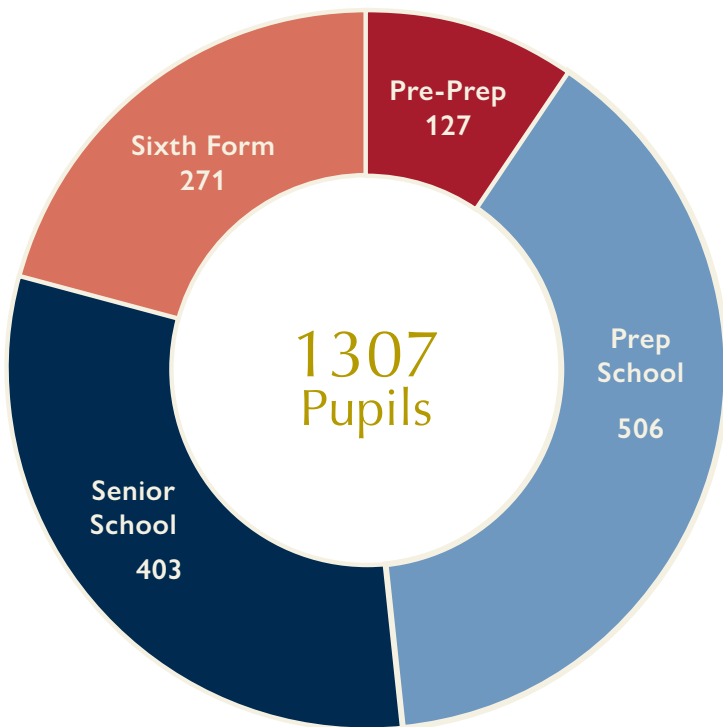
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



THE COLLEGE IN NUMBERS



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

ADMISSIONS OFFICER (PREP SCHOOL)

The College is seeking to appoint an Admissions Officer from July 2024. Reporting directly to the Head of Admissions, this is a key post in a newly structured busy marketing and admissions department, with particular responsibility for Prep School admissions.

This role will be responsible for building prosperous relationships with prospective Prep School parents, applicants, and feeder schools, and engage with all aspects of the admissions process from initial enquiry through to enrolment, ensuring our communications with prospective families are timely, transparent, and engaging. Excellent communication, interpersonal skills, and attention to detail are essential, as well as excellent administration skills, including database management.

You should have a desire and enthusiasm to engage with prospective families and to deliver on the College's student numbers target. Experience in a customer focused role is essential, and experience of working in a school, college or similar role would be beneficial.

Terms: Full time (37.5 hours per week, Monday – Friday)

Reports to: Head of Admissions

Salary: £30,000 per annum

Holidays: 30 days annual leave

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: Monday 15th July 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

recruitment@bishopsstortfordcollege.org

JOB DESCRIPTION

ADMISSIONS OFFICER (PREP SCHOOL)

The Admissions Officer (Prep School) will liaise with prospective parents/guardians for children aged 7-13 from the local area and around the UK, ensuring a smooth transition to Bishop's Stortford College.

This position calls for a high level of relevant experience in customer care, and an understanding of the independent education sector. Excellent communication and people skills are essential, as well as the capability to interact with parents and students.

The ability to maintain accurate records and be highly organised is essential. High levels of computer literacy and excellent administration skills are also required.

MAIN RESPONSIBILITIES

- Guide prospective families through the admissions process, from initial enquiry to enrolment.
- Work closely with the Head of Admissions to manage all aspects of the Prep School admissions process, with a view to optimising conversion at every stage of the pipeline and supporting retention.
- Meet prospective parents and their children to discuss matters pertaining to their admission to the Prep School.
- Process all enquiries, applications, and offers. Ensure, in liaison with the Prep Administration Assistant that they are entered into the database accurately and monitor progress of Prep School admissions through the recruitment cycle.
- Maintain regular and personal contact with feeder schools: remind them of the testing and scholarship procedures; answer queries about entry requirements, test papers and our Entrance exams, and ensure references and school reports are provided.
- Organise visits to the College: manage parental meetings with the Head of the Prep School and tour guide requests; provide relevant information to the Head prior to their meeting with families, brief tour guides.
- Follow-up on recruitment events both on and off campus: process data; send thank you letters; respond to any queries as applicable.
- Manage and attend, in partnership with Marketing or academic colleagues, any feeder school events or agent fairs as required to meet prospective families or agents.
- Organise, prepare, and attend testing days, including arranging assets for entry testing and ensure the efficient marking of papers with Heads of Departments, recording and communicating the results efficiently.
- Work with the Prep Administration Assistant to ensure student record and assessment data is collected and used appropriately to inform the Admissions process.
- Generate offer/rejection/waiting list letters with individual feedback.
- At all times provide a standard of excellence in customer service, ensuring that all interactions with parents and pupils are professional, informative, and welcoming.

- Work collaboratively as part of the wider admissions and marketing team, contributing to a positive and supportive work environment while representing the College brand with integrity and professionalism.
- Participate in recruitment events both on and off campus including open days, recruitment fairs, and other outreach activities to promote the College's mission and values.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

Essential

- At least five GCSE's at Grade A-C or equivalent, including Maths and English.

Desirable

- A relevant Bachelors degree or equivalent.

EXPERIENCE AND SKILLS

Essential

- Previous sales or Admissions experience.
- High levels of computer literacy, including a good knowledge of Microsoft Office, including Excel and other information systems.
- Excellent verbal and written communication skills.
- Professional telephone manner and a warm, welcoming style with parents, pupils, staff and visitors.
- Good literacy and numeracy skills.
- Experience of working in a customer focused environment.
- A high level of organisational and administrative competency.
- Excellent accuracy and attention to detail.

Desirable

- Demonstrable experience of engaging and building successful relationships with key internal and external stakeholders.

PERSONAL QUALITIES

- Team-minded, but willing to speak freely and constructively.
- Able to act as a professional advocate for the College through building relationships and demonstrating strong personal credibility.
- The post holder must be in sympathy with, and actively supportive of, the overall Mission, Values, culture and strategic priorities of the College.
- Genuine interest in educational issues and empathy with the independent sector.
- Ability to work with conflicting demands and timescales.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

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Co-Educational Day and Boarding 4 to 18 Years

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INFORMATION FOR CANDIDATES