

JOB DESCRIPTION

Marketing & Admissions Assistant

Working Hours

10.00am – 4.00pm Monday – Friday
Term Time only plus 10 days
Other hours as and when the role dictates (open days, events, school appeals etc)

Principal Responsibility

Admissions:- To support the Director of Marketing & Admissions with the school admissions process at each stage of entry and for in-year admissions, liaising with parents and the local authority as appropriate.

School Appeals:- Prepare the necessary paperwork for school appeals at main intake and for in-year admissions. Deputise at school appeal hearings as required.

Marketing:- Assist the Director of Marketing & Admissions as required throughout all marketing activities.

Cover:- Provide lunchtime cover for the School Receptionist on a rota basis, and provide emergency cover as required.

First Aid: Provide basic first aid as one of a team of suitably trained individuals.

Duties

- Assist parents seeking admission to the school, explaining admissions processes and procedures.
- Liaise with Local Authority staff over in-year admissions.
- Ensure that relevant student information is obtained from previous schools for new admissions and information for those leaving QEGS for other institutions is passed on.
- Submit CME/DFR forms to the Local Authority as appropriate.
- Maintain through-school waiting lists, keeping these up-to-date regularly and audited annually.
- Answer parent's questions relating to the school appeal process and send out appeal forms and accompanying documentation as required. Deputise at school appeal hearings as required.
- Keep new starter packs up-to-date.

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<ul style="list-style-type: none"> • Take an active role in the preparation of the Year 7 transition process, including providing parents with the necessary information packs.
<ul style="list-style-type: none"> • Help with publicity and arrangements for open evenings and open days.
<ul style="list-style-type: none"> • Attend open evenings and open days as required.
<ul style="list-style-type: none"> • Manage the termly Fair Banding registers for pupils on the in-year waiting lists that have not been banded and invite as needed.
<ul style="list-style-type: none"> • Assist with the annual main Year 7 intake Fair Banding assessment.
<ul style="list-style-type: none"> • Hold termly fair banding assessments for pupils on the in-year waiting lists that have not been banded (extra 2 working hours required per term).
<ul style="list-style-type: none"> • Keep the website regularly updated:- news stories, job vacancies, notices, communications to parents.
<ul style="list-style-type: none"> • Daily management of social media communications (Facebook, Twitter).
<ul style="list-style-type: none"> • Collate text and images and assist with the production of the termly school newsletter Q-news, annual Q-review, various booklets and flyers as directed by the Director of Marketing & Admissions.
<ul style="list-style-type: none"> • Assist with Year 12 recruitment planning and all related activities, attending careers fairs as required.
<ul style="list-style-type: none"> • Liaising with staff, press, photographers and publishers on newsletters, photography and press releases.
<ul style="list-style-type: none"> • Monitor media coverage and archive when appropriate.
<ul style="list-style-type: none"> • To carry out such duties as the Director of Marketing & Admissions may from time to time determine fall within the remit of the post, and attend courses as required.
<ul style="list-style-type: none"> • Provide lunchtime cover for the School Receptionist on a rota basis, and provide emergency cover as required.
<p>Health & Safety</p>
<ul style="list-style-type: none"> • Be committed to safeguarding and promoting the welfare of children and young people.
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate

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<p>person.</p>
<ul style="list-style-type: none"> To attend all essential training provided by the School.
<ul style="list-style-type: none"> First Aid: Provide basic first aid as one of a team of suitably trained individuals.
<p>Skills</p>
<ul style="list-style-type: none"> Proficiency in IT programmes with experience of all main Microsoft office packages.
<ul style="list-style-type: none"> Copy writing and proof reading skills.
<ul style="list-style-type: none"> Knowledge of statutory framework and legislation of school admissions, its processes and education administration.
<ul style="list-style-type: none"> High attention to detail.
<ul style="list-style-type: none"> Basic First Aid certification.
<p>Personal Qualities</p>
<ul style="list-style-type: none"> The ability to handle a number of complex projects effectively at the same time.
<ul style="list-style-type: none"> Confidence to manage visits to school from prospective parents.
<ul style="list-style-type: none"> Flexible approach to working and able to attend school events and evenings.
<ul style="list-style-type: none"> Liaising and communicating effectively with stakeholders in the School (including students, colleagues, line manager, parents and governors).
<ul style="list-style-type: none"> Excellent communications, proof reading and interpersonal skills both verbal and written.
<ul style="list-style-type: none"> Seeking support from the Director of Marketing & Admissions where necessary and appropriate.
<ul style="list-style-type: none"> The ability to deal with a variety of people and situations.

<p>Site Staff Code of conduct and conditions</p>
<ul style="list-style-type: none"> Lateness or absences to reported as soon as possible to your line manager or the bursary.
<ul style="list-style-type: none"> Staff to behave in a courteous and respectful manner to fellow staff and visitors to the School.



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<ul style="list-style-type: none">• School issued mobiles to be switched on and staff member to remain contactable.
<ul style="list-style-type: none">• Inventory system to be used when arriving to and leaving from work.
<ul style="list-style-type: none">• Staff lanyards to be worn at all times in accordance with the school safeguarding policy.
<ul style="list-style-type: none">• All school emails require an acknowledgment.
<ul style="list-style-type: none">• Telephone calls and verbal conversations to staff and to be held in a respectful tone.
<ul style="list-style-type: none">• Any ill feeling or disagreements with other staff members to be dealt with promptly either informally or via the school’s grievance procedure – negative atmospheres are not welcome and should be dealt with before they escalate.
<ul style="list-style-type: none">• Maintain confidentiality regarding school/workplace matters.

Employee

Signed:

Print Name:

Date:

Line Manager

Signed:

Print Name:

Date: