



# PORT · REGIS

## Head of Admissions

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

The Head of Admissions is responsible for all aspects of the admissions process. It is a key role and an exciting opportunity to meet and build relationships with all our prospective families; and to support and guide them through the admissions process and the beginning of their Port Regis journey. The successful candidate will be able to deliver the highest standards of customer care and have excellent communication and administration skills. They will work closely with the Headmaster and the Marketing Team on all aspects of pupil recruitment and admissions/ marketing events.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Generous staff fee discount.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

Full-time, 40-45 hours a week Monday Friday, all year round with the flexibility to work reduced hours from home during school holidays. You will be required to work on Saturday mornings from time to time for Open Mornings etc and will receive a half day off in the week in lieu of this. We welcome applications from candidates wishing to job-share – please specify your preferred working arrangements in your covering letter.

### Start Date

5 June 2023.

### Job Description

Reports to: Headmaster

Works closely with: Marketing Team with regard to pupil recruitment and admissions/ marketing events

School Office Team (Headmaster's PA, School Administrator and School Receptionist/Secretary)

Bursar and the Chair of the Governors' Finance Committee with regard to pupil numbers, financial forecasts and bursaries

### General Admissions Process

- Managing the admissions process from initial enquiry to the pupil(s) joining Port Regis. This includes maintaining relevant records and data; correspondence regarding enquiries, prospectus requests and registrations; meeting and touring prospective parents and their children; and advising the Headmaster, Bursar and other senior staff on admissions matters. Records must include significant correspondence prior to admission, and the Parent Contract signed by all new parents. You will work closely with the Headmaster's PA, who is also the Admissions Assistant.

### Recruitment Strategy

- The Head of Admissions will actively assist the Headmaster and Marketing Team with regard to pupil recruitment and will develop and implement different strategies to ensure best practice in line with compliance and sector standards. The aim is to secure pupil enrolment through:
  - Frequent and personal contact with all enquirers.
  - Build and maintain excellent relationships, and regular and personal contact, with a range of educational consultants and agents.
  - Effective promotion of Open Days, Scholarship mornings and other events.
  - Use of external recruitment events and opportunities.
  - Ensure that prospective parents and pupils immediately feel a part of the Port Regis community by being included in relevant school communications and being invited to appropriate events.

### International Recruitment

- Drive international recruitment from existing and new countries as appropriate, seeking to meet agreed, balanced target numbers.
- Maintain excellent working relationships with current educational agents and consultants – communicating, liaising, reviewing contracts and attending events on a regular basis as appropriate.
- Assist overseas families in ensuring that appropriate guardianship arrangements are in place for all students joining the school, be well informed and able to advise families of suitable guardianship agencies.
- Understand and ensure compliance with the UKVI Points system, the responsibilities of sponsors of migrants, licence renewal, record keeping etc and attend training as and when required.
- Be responsible for issuing CAS for new students.

- Assist agents/parents as far as possible by answering any queries about the visa process.
- Maintain appropriate records both during the admissions process and when pupils have joined the school under a Child Student Visa.
- Be prepared to travel if required.

### **Admissions Events**

- Ensure that all relevant promotional material is kept up to date and relevant; and sent to prospective parents and feeder school Heads regarding events.
- Attend all Admissions events.
- Present, as required by the Headmaster, on the admissions process at Open Days or other marketing events.
- Ensure all new parent and pupil guides are kept up to date in liaison with relevant staff.
- Following the general direction of the Headmaster, undertake the detailed organisation, preparation, timetabling, execution and follow-up correspondence for the following admissions events:
  - Visits. Liaising with the Headmaster's PA regarding individual weekday visits by prospective parents and pupils, including parental meetings with the Headmaster. Relevant information is to be provided to the Headmaster prior to such meetings.
  - Arranging Assessment Days for prospective pupils, liaising with the SENDCo regarding the provision of entrance tests and any necessary follow up.
  - Planning and management of: Taster Days; Scholarship Days; ad hoc marketing/admission events; admissions records, reports and data.
- Monitor current and future pupil numbers, keeping the Headmaster, Bursar and Governors informed on a regular basis.
- Ensure that the Deputy Head (Academic) has the academic information necessary both to advise the parents of prospective pupils regarding options choices and to place new pupils into appropriate sets.
- Liaise with the Headmaster regarding the suitability of candidates for entry into the School based upon their performance during the admissions process.
- Liaise with the Bursar regarding bursaries and the payment of registration fees and deposits.
- Reporting to the Bursar all changes to the pupil roll as they are confirmed including joiners and leavers. A definitive list must be provided in the last week of each term and include notification of cases where adequate notification of withdrawal of a pupil has not been provided.
- Provide a termly Admissions Report for Governors detailing progress in meeting recruitment and retention targets in the standard report format.

### **Internal Admissions Administration**

- Ensure the Parent Contract is up-to-date and fit for purpose, and signed copies are obtained and

kept.

- Maintain prospective pupil files.
- Maintain the School's Admissions Database, ensuring that all enquiries/records of prospective pupils, registrations, offers and acceptances are recorded.

### **Admissions & School Office**

- To participate in a rota, with other administrative staff, ensuring appropriate cover for Admissions and School Office functions during school holidays.

### **Safeguarding**

- All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's child protection and safeguarding policies and procedures.

### **Compliance**

- Ensure that all of the School's admission activities are carried out in compliance with current legislation and regulations, including, but not limited to, data protection and international pupil (UKVI) requirements.

### **General**

- During annual leave or other absence, ensure appropriate cover for the Admissions Office with the Admissions Assistant.
- Overseeing, in liaison with colleagues, the completion and submission of the annual ISC and DfE Census.
- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder may occasionally be required to work outside of normal working hours, and to travel within the UK, to attend receptions, events and other key admissions/marketing events.
- The post holder will be required to adhere to the School's policies as contained in the Staff Handbook.

### **Person Specification**

#### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- A commitment to, and ability to deliver, outstanding customer care for all prospective families throughout the admissions process
- Experience of working in the admissions process for an independent school
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents, educational consultants and colleagues

- Excellent ICT and organisational skills including time management
- Diplomacy and integrity
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

#### *Desired*

- Experience of managing international pupil recruitment and the related UKVI compliance requirements
- Experience of analysing pupil data and financial forecasting

#### **Application Procedure**

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 16 February 2022**. Early applications are encouraged. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

#### **Diversity and Inclusion**

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster

Note: 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 school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, 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 the school's Designated Safeguarding Lead or to the Headmaster.