



WYCHWOOD

SCHOOL • OXFORD

JOB DESCRIPTION

Admissions and Office Assistant

The Role

The role of Admissions and Office Assistant requires strong administrative and organisational skills. The prime aim of the role is to support the Admissions department and School Office.

Wychwood is a day and boarding school for pupils aged 11-18 set in the heart of Oxford. The pupils achieve academic excellence through creativity of thought and leave school with the wisdom and courage to find their place and space in the world. Wychwood focuses on innovation, collaboration, creativity and leadership to deliver added value to all its pupils. The pupils have every opportunity for success across academics, music, the arts, drama, sports and beyond. The highly dedicated staff empower all pupils to discover their passion and skills while providing first class education as well as university and careers advice to enable them to map out their future.

The role requires excellent organisational skills, flexibility, attention to detail, and a co-operative and supportive attitude to colleagues. They are also required to have good communication skills and the ability to constantly reprioritise requirements. They should be highly computer literate, especially in MS Word, Excel, Powerpoint, Calendar with experience of databases and be able to use a photocopier and scanner.

They should be able to work independently and have a pleasant but confident manner. The position of Admissions and Office Assistant will be paid at a salary commensurate with experience and qualifications.

Responsible to: The Head of Marketing and Admissions

Personal Qualities required:

The Admissions and Office Assistant will be expected to:

- have excellent organisational, interpersonal, and communication skills
- have excellent customer service skills
- be efficient and methodical
- have a good work ethic
- have excellent attention to detail
- be proactive
- excellent problem solving skills and proactively find solutions
- be versatile and willing to help wherever required
- be a good team player
- to build strong relationships with prospective and existing parents and with all other internal stakeholders in the school
- have excellent written communication skills
- have a good work ethic - be reliable, punctual and hard-working

- have or be prepared to take appropriate qualifications related to this post or attend training relevant to the post
- be respectful of and to acknowledge the Christian ethos and heritage of the school
- be committed to the academic and pastoral ethos of the school and to all areas of school life
- have an enjoyment in working with children
- understand or come to understand the requirements and pressures of the independent education sector
- be committed to upholding all Health and Safety regulations in force, safeguarding the welfare of children and demonstrate a commitment to equality and diversity

Professional Responsibilities:

1. Admissions:

Enquiries

- Provide support in all aspects of the admissions department
- Send out school literature to enquirers in a timely manner
- Respond to email, website and telephone enquiries in a timely manner
- Check telephone voicemail messages at least once a day and respond accordingly
- Input and maintain the new pupil enquiries and admissions records on the school database and approve/merge/reject these within portals in ISAMs

Prospective pupils process:

- Encourage prospective families to visit the school – either at an Open Morning, Open Evening or on an individual school tour
- Liaise with the Head of Marketing and Admissions to book school tours either for them or the Assistant to undertake and confirm all details of date, time and requirements to parents
- Liaise with the Head's PA regarding appointments with prospective pupils and their parents and enter details into their calendar
- Greet visitors, offer & make refreshments
- Liaise with the Head of Marketing and Admissions to arrange entrance assessments at a mutually convenient time
- Liaise with parents or agent regarding assessment dates and schedules
- Liaise with teachers to agree which entrance assessments the pupil should sit given their circumstances
- Forewarn staff when papers will be available for marking
- Invigilate ad hoc entrance exams (both in person and remotely on TEAMS)
Manage the administration and filing of admissions paperwork (this involves both hard copy, soft copy in staff share and uploading to ISAMs)
- Assist in nurturing current parent relations and ensure the parent journey and parental touch points are as good as they could be
- Maintain accurate records of student application status and ensure that the admissions status code within ISAMs is always up to date

Offer process:

- Draft offer letters for approval – include comments from teachers and specific offer details
- Ensure all offer letters are signed by the Head
- Collate all required information for the admissions process (eg school reports and school references) and correspond with other schools to gather pupil information including safeguarding information, as required

- Ensure all new joiner information is received, inputted and required documentation sought and saved on the system (M&A folder as well as uploaded to ISAMs) for each pupil including a new pupil checklist and when required shared with the relevant member of staff (eg medical)
- Create hard copy files for each new pupil and file these in the filing cupboard in the main school office
- Generate the new girls' personal profiles (at the start of each new academic year as well as ad hoc throughout each term as and when new girls join)
- Print out new pupil's contact information to go in hard copy folder in the office
- Communicate with staff about any new joiners
- Be responsible for moving leavers files from the filing cabinet in the main school office to the archive room and ensuring this is logged and filed in the correct manner

General Admissions Administrative Support

- Keep an ongoing accurate record of all enquirers by year group, age and year of entry which can be utilised at any stage for marketing of school events
- Be responsible for saving the admissions report each month to the M&A folder and uploading a copy of the report onto the USB stick and putting it in the safe. This must be actioned on the last day of each month
- Assist with the organisation of school events, including but not limited to, open mornings/evenings, taster days, entrance and scholarship exams, feeder school events induction days, and Wychwood Association events. This involves helping with the set up for the events and clearing away at the end and being responsible for producing any required literature, registration sheets and name labels (producing, printing and collating)
- Attend Open Mornings on Saturday mornings and Open Evenings during the week (3-4 times/year)
- Process all scholarship applications and assist in the organisation of scholarship interviews and assessments
- Update the admissions and scholarships information on the school website and ensure the accuracy of the information
- Generate and update all entrance and scholarship assessment deadlines
- Monitor the admissions sections of the websites of other schools
- Undertake competitor analysis on fees, scholarships, bursaries and discounts offered by other schools
- Maintain a record of potential and actual feeder schools including all contact details and liaise with schools regarding Open and outreach events
- Maintain adequate levels of appropriate literature
- Ensure any 'How to Guides' are updated and saved on file on an ongoing basis
- Assist in updating directory listings for the school both on and offline, identifying new directories as appropriate

2. Office Duties:

- Assist in the printing of any collateral for any school events
- Assist with pupil registration (AM and PM) in whatever capacity is required
- Assist with general office duties (phone calls,
- Take messages, (voice, e-mail etc.) and ensure prompt communication with the appropriate person
- Take incoming telephone calls from parents, suppliers and others and redirect to the appropriate department or member of staff
- Collate, check and distribute lists of attendees for school events in a timely manner to facilitate subsequent organisation
- Organise department post and deliveries

- Type and send e-mails, documents and letters to parents and others contacts subject to approval
 - Other internal administrative duties as required
3. SLT support
- Provide support in an admin capacity to the Head and Director of Operations on an ongoing basis as required
4. Staff Handbook:
- To follow the directions contained in the Staff Handbook, which change from time to time
 - Adhere to school policies

It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (DBS), and online and open social media checks. At Wychwood, we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.