

Application Pack for Admissions Manager



WYCHWOOD

SCHOOL • OXFORD

About Wychwood

Wychwood School is a co-educational day and boarding school for pupils aged 11-18 set in the heart of Oxford. It is an academically strong and pastorally outstanding day and boarding school. Wychwood encourages every pupil to be ambitious, aspirational and creative. Challenging and supporting each and every pupil to find creative ways to solve problems, explore and develop their curiosity and providing the opportunity to experience a wide range of activities.

We have a wonderful family atmosphere and spirit where every single member of staff is valued and considered an essential part of our combined aim: to achieve academic excellence through creativity of thought by providing education of the highest quality in a well-rounded and happy environment.

Wychwood focuses on innovation, collaboration, creativity, and leadership to deliver added value to all its pupils, striving to inspire the great minds of tomorrow. The entrepreneurial spirit is cultivated in every pupil as pupils are encouraged to question, innovate, and create, paving the way for breakthrough ideas and game-changing solutions. Wychwood educates for life; for the real, modern, and contemporary life, whilst fostering a love for lifelong learning.

Welcome from the Head

I joined Wychwood in September 2022 and have had the pleasure of working with an incredibly talented, dedicated staff and committed Board of Directors to shape the vision of the school. I am looking forward to being able to implement the future strategy which will have a positive impact on our young people, our staff and the wider community.

Wychwood is one big family which celebrates individuality and nurtures potential for each pupil to make their mark in the world. As you walk onto our site there is a sense of kind-heartedness, dynamism and positivity which pervades the classrooms, the boarding areas and every corner of the school. What underpins these qualities is the respect and care which can be seen between staff and pupils as well as within the pupil body itself.

We are more than just a school: we are a close knit friendly community with a big vision and we hope you take the time to look at our website to discover more about us.



Mrs Jane Evans
Head



Admissions Manager

Job Description

Nature of the Post:

We are seeking to appoint an exceptional Admissions Manager to lead on the admissions process at Wychwood School. Reporting to the Head of Marketing and Admissions, they will be responsible for leading the recruitment and admissions process of new pupils. The key focus of this role is to work with the Head of Marketing and Admissions to implement the strategy for the attraction, recruitment and retention of pupils.

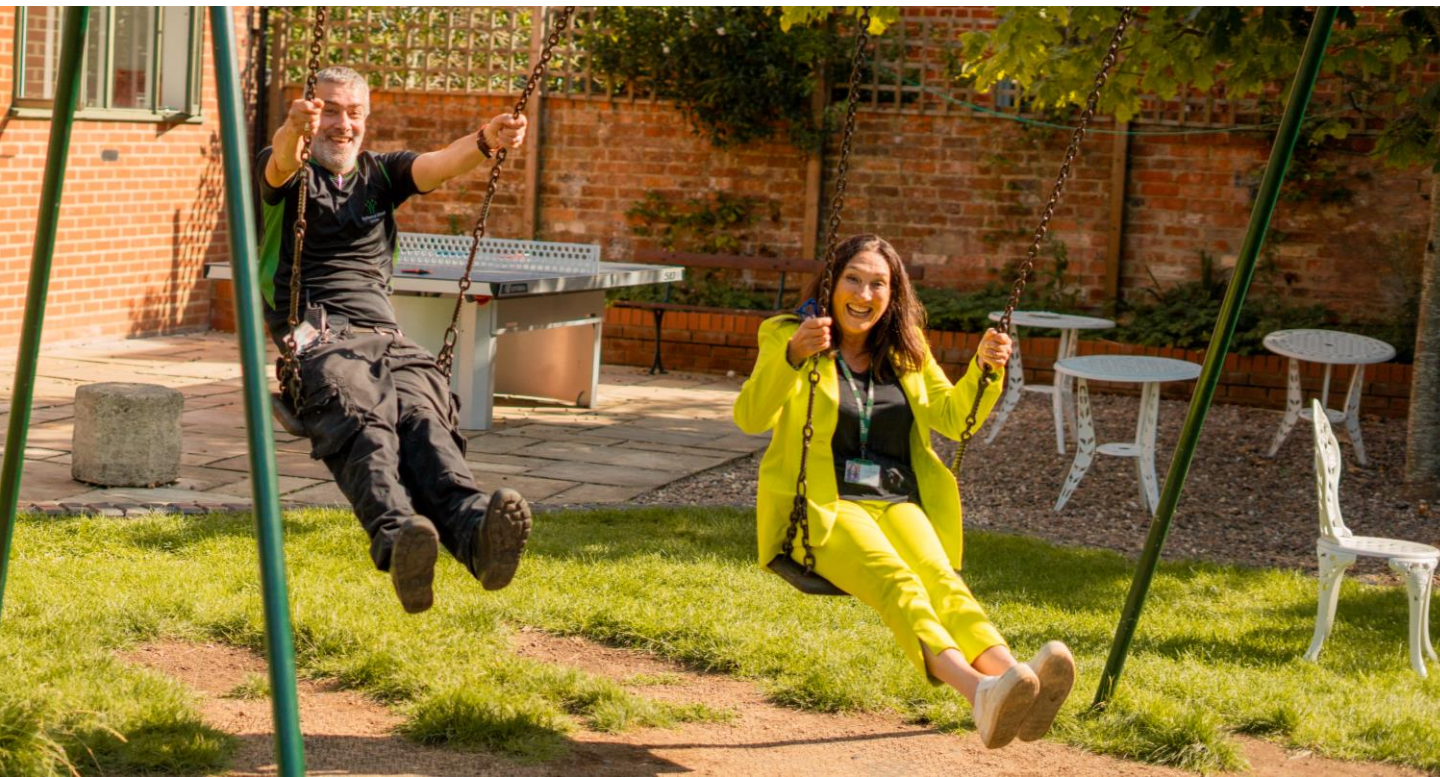
The Admissions Manager will provide a professional, first class and bespoke customer journey and is responsible for providing a smooth, personalised and highly efficient service for the entire admissions process from initial enquiries, through to the organisation of events, registrations and enrolment. As a main point of contact for prospective parents, the post holder is required to be knowledgeable about the School and respond to queries quickly and proficiently. The Admissions Manager will have to demonstrate flexibility and enthusiasm as well as enjoy working within a team with all members of the School community. They will have the ability to shape and deliver a successful Admissions process in an Independent School, with an understanding of the market and how to influence it. There will be some evening and weekend working which is required as part of the role so candidates must have a flexible approach to working hours.

Responsible to:

Head of Marketing and Admissions

Remuneration:

£35 - £42,500 dependant on experience



The Admissions Manager will be responsible for:

Management of the Admissions Process

- Manage and maintain a highly efficient and effective admissions process, with a focus on bespoke customer service, tactical recruitment and achieving recruitment targets
- Be the lead in analysing, reviewing and revising admissions processes in support of the School's strategic aims
- Regularly forecast and report on key admissions data and statistics, revising strategies and tactical plans in conjunction with the Head of Marketing and Admissions
- Ensure that all correspondence, communications and meetings with prospective parents and pupils reflect the high quality of the School's all-round educational provision and its fundamental interest in the individual
- Oversee the entrance assessments for all prospective pupils and ensure that these are carried out effectively
- Oversee the preparation and content of new joiner information
- Work with the Boarding House Parents to establish the availability of spaces in Houses and on the selection of suitable pupils to fill them
- Monitor developments in competitor schools' admissions

Events and Marketing

- Organise the logistics of prospective parent/pupil/agent visits to the School, liaising with all key stakeholders e.g. the Head, SLT, Heads of Departments and teaching staff as well as pupils
- Support the Head of Marketing and Admissions with the co-ordination of Open Days and Events within the School for prospective pupils and to also attend/speak at these events advising parents with regards to the admissions journey
- Be responsible for maintaining positive relationships with other schools/feeder schools and arrange for the Head to visit key feeder schools or entertain their Heads to visit Wychwood
- Attend feeder school events and represent the school at educational school fairs

Administration

- Compile statistical reports as required with regards to prospective pupil data
- Develop an understanding of the offering of competitor schools and ensure all feeder school information is kept up-to-date
- Assist with the production of marketing and promotional materials
- Oversee the systems and data processing necessary to support the admissions process, ensuring they are accurate and up to date at all times
- Keep informed of admissions trends, developments and issues across the schools sector
- Ensure that parents of new pupils receive relevant documentation and liaise with staff to prepare new pupil inductions
- Oversee and organise the administration of scholarship applications and assessment arrangements

Person Specification

The Admissions Manager will have:

- Degree level qualification or equivalent
- Excellent command of written and spoken English
- Exceptional interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy and to build and sustain effective working relationships at all levels both internally and externally
- Outstanding customer relations skills with high level of attention to detail
- Exceptional organisation skills, time management and ability to multi-task
- The capability to plan and organise workload efficiently and effectively
- Attention to detail, especially in relation to data management and written correspondence
- Proven experience of working collaboratively and proactively and the ability work flexibly to support a department with some weekend and evening work
- Willingness to learn and implement new processes as well as an openness to new ideas and practices
- A positive 'can do' attitude, a sense of humour and ability to put things into perspective
- A supportive understanding of the ethos of independent education, with a commitment to the school and its success
- Excellent working knowledge of Microsoft Office (Word, Excel, Powerpoint and Outlook) and databases
- GDPR compliance knowledge
- Experience in producing and evaluating data, and of preparing and presenting accurate and relevant management information
- Ability to extract, analyse and use admissions data to enhance processes to meet desired recruitment outcomes
- A creative, strategic thinker, ready to challenge and develop new processes
- Previous experience in an administrative role covering complex administrative work
- Be committed to upholding all Health and Safety regulations in force, safeguarding the welfare of children and demonstrate a commitment to equality and diversity

Desirable criteria:

- A working knowledge of ISAMs and sponsorship/UKVI
- Experience of a similar role or working in a school or educational environment

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.



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