

Sevenoaks School

Admissions Department Assistant

Sevenoaks School is a large co-educational independent school. Founded in 1432 by William Sevenoke as a grammar school to serve the town, the school has over the last 50 years developed an international reputation for innovation and academic success. The school is situated on Sevenoaks High Street, surrounded by fine views. The 70 acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000 acre deer park of Knole. There are around 1000 pupils from age 11 to 18, including over 400 in the Sixth Form. The Sixth Form syllabus is the highly respected International Baccalaureate. About 330 pupils, from approximately 40 countries, board in the seven boarding houses. Additionally, there are over 100 teaching and over 250 support staff.

Together with an existing part-time Admissions Assistant, the applicant will provide secretarial and clerical assistance to the Admissions Department and in particular to the two full-time Assistant Registrars (i.e. 11-13+ and 6th Form entry levels).

Person Specification

The Assistant should possess the following qualities:

- Be reliable, methodical and organised.
- Be personable, cheerful and possess a good telephone manner.
- Possess good word processing skills and database experience and be accurate in spelling, punctuation and grammar.
- Pay attention to detail and ensure a high standard of accuracy.
- Be flexible, adaptable and thorough, having the ability to work without undue direction.

Responsibilities

The 2nd Admissions Assistant's duties will include:

- Database entry
- Analysis of marketing statistics through the iSAMS database
- Covering for the Assistant Registrars when they are away
- Helping at Open Mornings
- Speaking to parents and Heads of feeder schools on the telephone
- Assisting with the Year 7 entry procedure as required
- Making up admissions packs
- Mailing our Sevenoaks Today and the Space programme of events twice a year
- Keeping the mail shot database up to date
- Mailing out prospectuses
- Invigilation of admissions tests
- Keeping visit information up to date on the database.
- Front of House duties to include stepping in to take tours, where necessary.

Working hours

During term time Tues, Wed & Fri 09.30–15.30

During school holidays:

Christmas: Two days before the start of the term in January.

Easter: None.

Summer: Three weeks during July and August, to include the last week of the holidays and one week in the middle of the holidays. Alternative working patterns might be considered.

Annual leave: Paid holiday will comprise the part-time pro-rata calculation of twenty days per calendar year, including public holidays. Leave will not normally be permitted during term-time, but is at the discretion of the Director of Admissions and Communications.

The definition of term-time working includes the whole of the week in which terms begin and end and excludes half term periods. (The school's practice is to attempt to align with KCC term dates as far as practicable, although this is not always the case).

Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Deputy Head (Pastoral).

Salary £7,220 p.a. (in a full school year).

Other Personnel Matters The successful applicant will be required to undergo a medical examination by their doctor. Support staff can join the school's defined contribution pension scheme.

Application

The application form (in two parts) (which can be downloaded from the school's website www.sevenoaksschool.org/vacancies) must be completed and returned either by e-mail (personnel@sevenoaksschool.org) or post to the Personnel Assistant, Sevenoaks School, High Street, Sevenoaks, TN13 1HU (Tel: 01732 467740). The form must be completed in full and accompanied by a brief covering letter explaining the candidate's suitability for the position. It may also be accompanied by a brief CV. The closing date is 0900 on Thursday 16 February 2012. Initial interviews are scheduled for Thursday 1 March 2012. Ideally the new assistant should be available to start work on Tuesday 17 April 2012.