

RECRUITMENT PACK



Prep School Admissions Officer

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep School
Application Closing Date	Midday Friday 13 May 2022
Interviews	Thursday 19 May 2022

IMPORTANT INFORMATION

Framlingham College 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 and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](https://www.framlinghamcollege.co.uk/employment)



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Prep School Admissions Officer at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We require a hardworking and proactive Admissions Officer to work within our busy Admissions team. You will be a strong team player with excellent communication and customer service skills, responsible for building prosperous relationships with prospective parents and pupils. The successful applicant will be responsible for pupil recruitment and the admission process from initial contact through to enrolment.

During term time (33 weeks) the hours will be 08.30 – 17.00 Monday to Friday, plus the occasional Saturday morning. During non-term time there is flexibility to work the same hours or part time, when applying please let us know your preference. The salary is FTE £20k - £24k dependent on skills and experience.

We offer a supportive working environment, a free lunch each day the kitchen is operational, contributory pension scheme and complimentary gym membership. You will also receive 25 days annual leave plus bank holidays, and enjoy a two-week Christmas shut down

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Friday 13 May 2022**. If you are shortlisted for interview, these will take place on Thursday 19 May.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two week Christmas Shutdown.

Job Information

Reports To

Director of Admissions

Primary Job Location

Framlingham College Prep School *

Salary Band

Band 4 (£19,890 - £24,862 FTE)

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To support the Director of College Admissions in overseeing the College Admissions process and ensuring a seamless and professional experience for prospective parents and visitors.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature.

* The post holder will be based at the Prep School but will also be expected to work across both Prep and Senior school sites as necessary.

Customer Service

- Work collaboratively with the Admissions team to ensure the highest possible standards of customer services, representing and promoting the College through tours and events with prospective parents, guardians and agents.

Prospective Parents and Pupils

- Act as first point of contact for Admission enquiries at either the Prep or Senior School.
- Coordinate the Admissions process from initial enquiry through to enrolment.
- Organise all Admissions visits at either the Prep or Senior School, including taster days, liaising with staff and pupils to ensure an inspiring and wholly positive experience for prospective families.
- Manage the day-to-day relationships with prospective parents, guardians, agents and pupils to maximise the number of applicants for all year group points of entry.
- Ensure effective follow up for all enquiries, visits, open evenings and mornings, registrations and offers.
- Following registration, obtain references and feedback from current school regarding behaviour, attendance, academic levels, and pastoral issues.

Continued from previous page

International Boarders

- In liaison with the Director of Admissions, manage and oversee the Tier 4 visa process for all incoming and current international pupils. Responsibility for all record keeping, including pupil immigration files and all pupil tracking during any absence. Responsibility for all BRP card records and tracking of information on school's database.
- Ensure compliance with UKVI and other regulations, and reporting procedure in relation to current and potential pupils. Operate as trusted Level one user on the Home Officer SMS.
- Alongside the Director of Admissions, manage and nurture the College's relationships with overseas agents to maximise the number of applications; Assist with the planning and administration of overseas recruitment trips.

Entrance Tests

- Be responsible for the planning of Admissions interviews and testing of applicants both on site and overseas.
- Ensure a positive experience for all candidates taking entrance tests.

Recruitment Events

- Assist in the organisation of College Recruitment events such as Open Mornings/Evenings and Experience Days.
- Be present as required at College Recruitment Events. This will range from Open Mornings through to Prep School Sports Festivals and tournaments.
- Work with the Marketing department to ensure all assets are in place for Pupil Recruitment and assist with the production of Admissions materials as required.
- Ensure that the annual programme of recruitment events are relevant, effective and mutually beneficial.

Communication

- Liaise with College pastoral teams, Head of Sixth Form, Heads of Departments and the Medical Centre to ensure a high level of communication is maintained throughout the enrolment process.
- Liaise with Feeder Schools to build and maintain positive relationships and maximise pupil recruitment.
- Understand, embrace and communicate Framlingham College's ethos and approach in all communications and interactions with prospective parents and pupils.

Scholarship Process

- Assist the Director of Admissions with the planning and implementation of the Scholarship process. Liaise as appropriate with staff to ensure that the Scholarship process runs smoothly.

Pupil Recruitment Data

- Ensure that data on pupil recruitment and enrolment is up to date and accurate.
- Maintain up to date forecast of future pupil numbers and space availability.
- Provide regular reports and forecasts re pupil numbers to the Director of Admissions as required.
- Assist the Director of Admissions in examining ways of improving the efficiency and effectiveness of the Admissions process and monitor key performance targets (e.g. conversion rates).



Continued from previous page

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
5 GCSEs at grade C or equivalent	✓	
Educated to A Level or equivalent	✓	

PROFESSIONAL EXPERIENCE

	E	D
Experience gained in a busy customer facing role	✓	
Demonstrable experience gained a busy administrative role	✓	
Experience gained in School Admissions		✓
Previous experience of working in a school environment		✓
Experience delivering virtual events		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Highly developed IT skills including Microsoft Office 365.	✓	
Excellent interpersonal, written and verbal communication skills	✓	
Time management & strong organisational skills	✓	
Ability to multi-task in a busy team environment	✓	
Excellent planning and organisation skills, with the ability to prioritise conflicting demands	✓	
Methodical, with excellent attention to detail	✓	
Database Management Skills	✓	

PERSONAL ATTRIBUTES

	E	D
Collaborative and supportive team player with a flexible approach and strong work ethos	✓	
A willingness to learn new skills and develop	✓	
Professional appearance and manner	✓	
Appreciation of the objectives and ethos of Framlingham College	✓	
Friendly and approachable with a good sense of humour	✓	
Ability to forge strong working relationships	✓	
Ability to maintain discretion and confidentiality at all times	✓	
Ability to remain calm under pressure	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.