



Rossall

INSPIRING EXCELLENCE

Admissions Administrator



APPOINTMENT BRIEF

April 2021



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 690 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.

Academic results are superbly strong. The School has an IBDP average of 34 and this year almost 50% of A level grades resulted in an A* or A. Almost 60% of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The appointment of a Deputy Head of Teaching and Learning and the opening of the new centre for Innovation and Excellence in Learning are reflective of the School's commitment to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of its staff. Additionally, the establishment of a Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2019, we had a full ISI inspection. We were judged **to be compliant in every regard and the quality of pupil's personal development was considered to be excellent.**

In the summer of 2020, we appointed Emma Williams to the role of Director of Boarding and Richard Symons became our very first Head of Diversity, Equity and Inclusion. Rachel Magowan was appointed our first Director of Health and Wellbeing and our team of houseparents and year group heads are dedicated, experienced and provide a nurturing and safe context for all of our children.

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this regard.

Other current initiatives include the launch of a Leadership and Adventure Training Academy and an International Performing Arts Academy. The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need to get the most from their stay with us, in school as well as during leisure and social time. Our holistic vision of education is predicated upon excellent personal relationships with our families.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

We strive to develop in our pupils a lifelong love of learning, a sense of responsibility and personal integrity. Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and four fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mr Stephen Prest
*Deputy Head
(External Relations)*



Mr Matt Turner
*Head of
Junior School*

ADMISSIONS ADMINISTRATOR

JOB DESCRIPTION

Reporting and Job Purpose

Reporting to Deputy Head (External Relations)

To support the admissions function through the provision of an excellent database administration and general administration to ensure the smooth running of the department.

Overview

The Admissions Administrator will be involved in elevating the brand of Rossall School locally through dealing with current and prospective parents and pupils.

As such, the incumbent will be expected to have a thorough and hands-on knowledge of the day-to-day working and issues of the School and promote the education journey from 0-19.

The role will encompass representation of the School and as such s/he will be a persuasive Ambassador for the School as well as have excellent customer service skills alongside administrative skills.

The Admissions Administrator will work closely with the Deputy Head (External Relations), Head of UK Admissions, Junior School Registrar, International Admissions team and Head of Marketing and Communications.

Specific Responsibilities

- Work with Admissions staff to support with the database administration of all new enquiries, adding of documents, communication and visit support.
- To ensure all international pupils have a guardian and to contact families if guardianship lapses,
- To support with Tier 4 administration.

Admissions Administrative Responsibilities

- Follow agreed procedures to ensure the professional and timely response to external enquiries, creating a dynamic and individual response to the needs of the enquirer in supporting the department, answering any new parent queries via email and phone and sending relevant literature to prospective parents
- Managing the 'admissions' inbox and following up on enquiries copying in the relevant admissions member of staff.
- "Sell" the ethos of Rossall in a low-key and informed manner
- Follow up of enquiries, visits, tasters, and open days via email and telephone to support the department if required.
- Work with Admissions Staff to support with visits and taster days
- Prepare guides for their visit and family
- Support with the organisation of visits and taster days for prospective pupils including liaising with relevant staff and organising all necessary paperwork

- Chase staff for feedback on visits and taster days where relevant.
- Ensure all prospect data is added to Isams in a timely manner.

Guardian support

- Ensure that all international pupils have a guardian by checking at the start of term all new pupils have a guardian listed on Isams.
- Contact families if guardianship lapses to ensure all pupils have a guardian at all times whatever age

Tier 4

- Complete the Register of Tier 4 pupils every half term for all international pupils
- Ensure that all new international arrivals have a picture of their passport ID page and vignette taken and then uploaded onto ISAMS.
- Working with the holiday arrangements team, ensure that all international pupils have logged holiday travel information and that this is downloaded and signed off by Director of Boarding as a record of travel or address details
- Organise Police Registration for all new and relevant pupils through updating and contacting Houseparents with lists and dates for the registration, working with the local police to organise slots for pupils to be registered and transport to and from the police station.
- Add Brexit / Settlement documents for all International pupils where relevant to Isams.
- General Tier 4 Visa renewal support for pupils transferring between courses / years at Rossall.

Marketing Support and Team working

- Work with the Admissions team to support the department with relevant events and requirements for open days, activity days, and other promotional events
- Support the Head of Juniors, UK Registrar and Head of Marketing and Communications with ideas for customer awareness at events, ensuring feedback from events is included in the next event and helping these to be carried out

General Duties

- Other ad-hoc duties to support the Administration Function for Admissions team
- Keep up to date with curriculum content, examinations and extra-curricular activities across the School

Customer Service

- Manage excellent Customer Service within Rossall for both prospective and current parents, and visitors to ensure excellent first impressions and enhance reputation and word of mouth
- Ensure timely responses to all customer emails according to the 24 hour service level agreement

Other

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, relating all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- Undertake any related activities or duties from time to time
- Undertake evening and weekend work as required

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection 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, they must report those concerns to the DSL or to the Head immediately.

PERSON SPECIFICATION

Desirable (D)

Qualifications

1. Good general standard of education E

Experience

1. Experience of office administration E
2. Experience of working in a customer service environment E
3. Experience of minute taking D
4. Experience of working in a School or academic environment D

Skills / Abilities / personality

1. Advance knowledge and competence in IT and database systems (Word, PowerPoint, Excel) E
2. Flexibility E
3. Good organisational skills E
4. Ability to work on own initiative E
5. Ability to work as part of a team E
6. Excellent customer service skills E
7. Professional manner E
8. Friendly personality E
9. Approachable E
10. Ability to produce accurate work and an eye for detail E
11. Ability to work to deadlines E
12. Positive attitude and commitment to the job and School E

Other requirements

1. Willingness and ability to work extra hours when required E
2. Willingness to undertake further training E

Essential requirements are those without which an applicant may not normally be considered for appointment.

BENEFITS OF SERVICE

The position is a full time post, all year round. **The salary is expected to be £17,000 - £19,000 depending on the successful candidate's qualifications and experience.**

Holiday entitlement is 25 working days per annum plus Bank Holidays.

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Membership of the school contributory pension scheme
- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website. Please ensure that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your application, with a covering letter to:.

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

CLOSING DATE:

Noon on Wednesday 28th April 2021