



ADMINISTRATOR

(Admissions/Marketing/Reception)

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands. There are currently around 350 pupils at Glenalmond between the ages of 12 and 18. There are four boys' boarding houses and three girls' houses.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme, and a Community Service programme which operates locally on a regular basis.

The Position

The Administrator will work within the Admissions (0.5), Marketing and Development (0.25) functions at the College in addition to assisting, as required, in Reception (0.25) where some Saturday working is required during Term Time. The College's Academic, Pastoral, Financial and Recruitment activities depend on accurate and up to date data taken from the school's databases. The Administrator will ensure these are accurate and up to date, whilst maintaining records for approx. 400 current pupils and administering approx. 150 new admissions each year and processing approx. 500 enquiries, in addition to providing support to the marketing function and providing Reception cover.

Principal Accountabilities

Admissions

- Be the first point of contact for admissions enquiries
- Administer entrance tests and scholarships
- Send offer letters, recording deposits and registrations and compiling new pupil paperwork
- Provide administrative support to the Department and deputise for the Admissions Officer in her absence
- Ensure archiving of former pupil records following data protection policy requirements
- Ensure accuracy of sensitive information in pupil records and be proactive in addressing any omissions
- Assist the AO in follow ups after visits with prospective parents, obtaining feedback and tracking enquiries
- Draft letters and communications (via Schoolbase) for approval and send out letters and communications
- Team travel co-ordinator
- Assist the Department with the organisation of recruitment events and trips
- Ensure all new pupils have submitted correct paperwork and create hard copy files when a pupil becomes current
- Ensure all paperwork, for pupils (end to end) from initial enquiry through to current status is accurately recorded
- Update of Admissions literature on website and ensuring accuracy with annual changes on literature seen to
- Ensure paperwork and data constantly up to date between the Finance Department and prospective students / agents
- Be part of a rota to ensure Reception is covered, including working some Saturday mornings as part of this rota
- Any other task as requested by the Director of Admissions / Admissions Officer
- Be willing to undertake training relevant to the better performance of the role.

Marketing and Communications

- Support with uploading website content and social media activation and evaluation
- Support with range of digital marketing activities
- Support with production and distribution of branded materials and other literature
- Support with managing the College image library
- Support with the retail / procurement of branded merchandise
- Assist with Director of Marketing and Communications with any other tasks as requested
- Department travel coordinator
- Be willing to undertake training relevant to the better performance of the role.

Reception

- Be the first point of contact for many individuals and organisations visiting or calling the College
- Processing visitors and ensuring suitable records are kept and compliance requirements are met
- Making refreshments and ensuring communal areas are presentable
- Directing questions or queries to the appropriate person/department

Job Knowledge, Skills and Experience

- PC literate, GSuite preferred and proficient user of database packages
- Be smart, courteous and an effective oral communicator
- Literary and Accuracy essential
- Willing to be flexible to see the job done
- Knowledge of education and the ability to learn in detail about the curriculum life at Glenalmond
- Ability to work as part of a Team.

Terms

The College offers an attractive salary based on experience, along with complimentary refreshments during hours of work, a good working environment as part of a close-knit team and the possibility of opportunities for the role to grow. Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at <https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

Please return completed applications either by post (marked Private & Confidential) to: The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to barbaraclark@glenalmondcollege.co.uk

Closing date for this post is Friday 20 September 2019, although the College reserves the right to interview and appoint at any time in the recruitment process.