



Admissions Officer

The College

Founded in 1847, 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 foot of the Grampian hills. There are currently around 350 pupils at Glenalmond between the ages of 12 and 18. The principal point of entry is at 13 but we have a small Second Form group which is geared towards those transferring at 12 from the Scottish primary system.

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

To support the Head of Admissions in recruiting pupils at all points of entry to the School. The Admissions Officer will foster and develop excellent relationships with prospective parents, feeder schools and educational agents, as well as supporting the efficient functioning of the College's Recruitment activities and be responsible for ensuring the administration and Schoolbase database functions are accurate and up to date.

Principal Accountabilities

- Be the first point of contact for all admissions enquiries
- In conjunction with the Admissions Administrator maintain accurate records on the school databases
- Assist in ensuring that the Admissions Department is fully integrated and engaged with all aspects of school life

- Provide agents with up to date information and contracts
- Identify and establish working relationships with new agents where appropriate and in line with the marketing strategy
- Provide advice to parents /guardians about the availability of places in all year groups
- Provide advice to parents / guardians on entry criteria
- Organise and administer entrance tests and interviews
- Liaise with visa company in order to provide all necessary information for the issuing of visas and assisting clients and agents with the immigration requirements
- Work closely with visa company on terms of returners and of any visa issues
- Representing the school by attending school related social / evening functions
- Compilation of internal entrance papers and the results
- Arranging prospective parents / guardians visits to the school (internally and externally) and organising pupil tour guides
- Following up after visits obtaining feedback and tracking enquiries
- Responsible for overseeing the updating of the school handbook and uniform guide on an annual basis
- Reviewing and updating all new pupil paperwork on an at least an annual basis
- Attending other school fairs and events when required
- A certain amount of travel will be required in this role, this may include overseas travel when necessary to recruit and promote the school
- Any other tasks within reason that the Head of Admissions may require. Job Knowledge, Skills and Experience
- PC literate, GSuite preferred and proficient user of database packages
- Ability to build strong business relationships internally
- Excellent Communication Skills
- Good analytical and problem solving skills
- Knowledge of education and the ability to learn in detail about the curriculum life at Glenalmond
- Familiarity with relevant computer systems and applications, including digital media
- Ability to work within a team and to be proactive in terms of admission
- Committed to CPD and willing to undertake training for the better performance of the role.

Job Knowledge, Skills and Experience

Essential:

- Understanding of the education curriculums
- Competent user of ICT;
- Experience of working in an admissions department of an independent school
- Excellent communication skills, both written and verbal;
- Effective time management skills, well organised with the ability to plan and prioritise to meet deadlines;
- Understanding the immigration system on visa applications
- The ability to be able to respond flexibly and positively to changing requirements
- An enthusiastic, committed and proactive approach to work
- The ability to work as part of a team
- The ability to work on own initiative and to deadlines

Desirable:

- Able and willing to travel with a clean driving licence.
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Competencies and personal attributes:

- Open communicator, willing to report progress and identify issues early on;
- Professional manner and appearance with the ability to act as an ambassador for the School;
- Flexibility on working away from home and after office hours

Desirable:

- Additional language.

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.

Please send completed applications, or for more information contact:

barbaraclark@glenalmondcollege.co.uk

Closing date for this post is 21 July 2021.

The School is committed to protecting children and young people. All post holders are subject to 'The Protecting Vulnerable Groups Scheme (PVG)' application process.

www.glenalmondcollege.co.uk

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