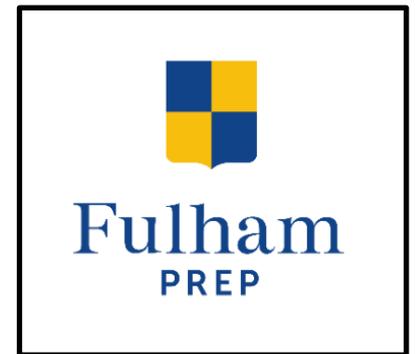


## Job Description

### Admissions Manager

#### Fulham School

<b>Line Manager/Reporting into:</b>	Head of Admissions
<b>Contract Type:</b>	Full Time, Permanent
<b>Working Hours:</b>	40 hours per week
<b>Closing Date for Applications:</b>	9am on Monday 10 January 2022
<b>Start Date:</b>	As soon as possible



**Fulham School** is seeking to appoint an **Admissions Manager** to join our Admissions team as soon as possible.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

## OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham, and we are excited to be extending our school to include a new sixth form opening this September.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Uninterrupted learning – we promise every pupil can continue to learn through the COVID-19 crisis. Through our continued investment in technology, we have the agility to seamlessly transition between in-class and virtual learning as needed.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

## WHY APPLY

**“Be at the forefront of International Education”**

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

## ROLE SUMMARY & JOB PURPOSE

As the Admissions Manager, you will be responsible for supporting the Head of Admissions with the conversion, recruitment events and retention strategy for the School.

Reporting to the Head of Admissions you will be enrolment focused and responsible for the delivery and development of a highly effective admissions, applicant service and retention function, one that is responsive to the evolving needs of identified target audiences, grounded in the principles of customer service excellence and the values of Fulham School. The successful candidate will bring a strong work ethic, collaborative style, and attention to detail, resulting in growing enrolment and retention outcomes for the school.

The Admissions Manager is expected to have a whole school approach and ensure that they understand the importance of school events in relation to termly activities. He or she will also be expected to attend whole school events to gain a thorough understanding of the academic and pastoral experiences that students can expect when coming to Fulham School. A sound understanding of overseas recruitment, SEN and the curriculum would be an advantage.

## ROLE RESPONSIBILITIES

### Principle Responsibilities

The Admissions manager will be responsible for the admissions process from the initial enquiry until the student joins the school. This process will include responsibility for ensuring the entire database is fully utilised to allow relevant records to be accurate and up to date. The statistics generated will help the school to assess the extent to which the strategies employed are useful and if remedial action is required.

The aim is to secure student enrolment through the following:

- Communicate with parents of prospective students, to ensure they receive accurate and timely information and advice regarding admission to the school.
- Ensure the smooth running of visits and conduct tours of the school in and out of term time as required.
- Ensure service standards and quality assurance procedures are met and evolve with parent expectations and needs.
- Ensure admissions, conversion approach and associated processes enable the school to optimise achievement of student recruitment targets with significant accountability for conversion from enquiry to application and application to enrolment.
- Assist the Senior Leadership Team to implement best practice processes to increase retention.
- Generate and maintain a close network of partners, prospective parents, students, feeder schools, partner organisations, colleges, local businesses, Agents and visitors to the school.
- Maintain accurate data in school systems, enabling responsive decision-making through the enrolment process and accurate forecasting during annual planning.
- Assist Head of Admissions with planning, co-ordinate and implement a successful programme of UK and overseas events including recruitment fairs, open mornings, taster days, exhibition events and alumni gatherings.
- Manage budgets, format, location, catering, invitations, publicity and bookings and all other elements necessary to deliver successful admissions related events.
- Act as an ambassador, representing the school in engagements relating to admissions with key external stakeholders and embodying the values and ethos of Fulham School.

### General Responsibilities

- Always uphold Fulham School's Child Protection and Safeguarding Policy;
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.;
- Maintain high professional standards of attendance, punctuality, appearance and conduct;
- Adhere to all school policies and procedures;
- Maintain positive, courteous relations with pupils, parents and colleagues;
- Attend INSET days and staff briefings as required.

## PERSON SPECIFICATION

### Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

### Key

<b>Person Specification:</b>	<b>E:</b> Essential	<b>D:</b> Desirable
<b>Demonstrated in one or more of the following:</b>	<b>A:</b> Application Form	<b>R:</b> References
	<b>I:</b> Interview/selection process	

### Qualifications

		E	D	A	R	I
1.	Educated to degree level plus one years' related experience in an educational setting. (Candidates without a bachelor's degree but with equivalent professional experience are encouraged to apply).		✓	✓		
2.	Educated to A Level or equivalent		✓	✓		
3.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		

### Knowledge & Understanding

		E	D	A	R	I
1.	An understanding of the principles of sales and marketing	✓				✓
2.	Understanding of and ability to build strong customer advocacy and repeat client loyalty and retention	✓				✓
3.	A commitment to professional development of self	✓		✓		✓

### Skills

		E	D	A	R	I
1.	Evidence of excellent communication skills – both written and verbal	✓		✓	✓	✓
2.	Ability to communicate effectively and build confidence and credibility at senior levels both in person and through papers, presentations and reports. This includes the ability to distil and communicate complex information, to persuade and influence, and to keep the school abreast of progress and performance	✓		✓	✓	✓

3.	Strong interpersonal skills with an ability to work as part of a team and build effective and trusting relationships and professional networks in the wider community	✓		✓	✓	✓
4.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓	✓	✓
5.	An understanding of the importance of the need for confidentiality	✓			✓	✓
6.	Excellent problem-solving and resolution abilities	✓		✓	✓	✓
7.	Personable and confident	✓		✓	✓	✓
8.	Highly competent using a range of IT systems including MIS & data analytics tools.	✓		✓	✓	✓
10	Competency with data analysis and interpretation skills	✓		✓	✓	✓
11.	Good work ethic and commitment to the job	✓		✓	✓	✓

### Experience

		E	D	A	R	I
1.	Experience of working in an educational environment		✓	✓	✓	
2.	Experience of working with CRM systems and integration with the sales life cycle		✓	✓		✓

### Personal Attributes

		E	D	A	R	I
1.	A positive, proactive approach to work; have personal integrity and the drive to do what is best for the students, parents and the school	✓				✓
2.	Ability to cope well under pressure and meet deadlines	✓				✓
3.	Be flexible, reliable and well organised	✓				✓
4.	Have excellent time management skills	✓				✓
5.	An innovative thinker, with strong collaboration skills and a high degree of professional integrity	✓				✓
6.	Recognition of the importance of personal responsibility for health and safety	✓				✓
7.	Demonstrable commitment to the safeguarding of pupils and child protection	✓				✓
8.	Demonstrable commitment to equal opportunities	✓				✓
9.	Commitment to the School's ethos, aims and whole community	✓				✓

## HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact [vacancies@fulham.school](mailto:vacancies@fulham.school)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.