



## RIPLEY COURT SCHOOL

### Ripley Court School Job Description **ADMISSIONS ASSISTANT**

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Purpose of the role:</b>	<p>We are seeking an organised, personable and proactive Admissions Assistant to join our friendly school community. The main purpose of this role is to support the smooth running of the admissions journey from initial enquiry to confirmed place, ensuring every family feels welcomed, well-informed and valued.</p> <p>The role-holder will be required to work 37.5 hours per week during term time between 8.30am and 5.00pm.</p> <p>There will also be a requirement for the role-holder to work:</p> <ul style="list-style-type: none"><li>• An additional three weeks in the school holidays (0.5 weeks during the October half term; 0.5 weeks during the Christmas holidays and 2 weeks during the summer holidays).</li><li>• Two Saturdays a year to assist with events.</li></ul> <p>This role will report into the Marketing Manager and Registrar.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Act as a point of contact for prospective families, offering a warm and professional welcome.</li><li>• Record enquiry details accurately on SchoolBase, the School database, and maintain clear, up-to-date records.</li><li>• Provide timely guidance, information and reassurance to parents throughout the process.</li><li>• Arrange tours for prospective families, coordinating diaries, sending confirmations and sharing essential information.</li><li>• Assist with delivering tours, meeting and greeting parents and presenting the School with warmth and confidence.</li><li>• Arrange visitors' mornings and invite prospective families to open mornings and events.</li></ul>

## Ripley Court School Job Description

# ADMISSIONS ASSISTANT

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Prepare visitor packs and provide staff with weekly visitor updates.
- Process registration documents, organise pupil files and upload records to the School system.
- Maintain an accurate record of application stages, checkpoints and tags from enquiry onwards, so that data remains current and reliable.
- Coordinate taster sessions with teaching staff and the SENCO where required.
- Share pupil information (medical, allergies, permissions) with relevant colleagues.
- Communicate taster details clearly to families and support them on the day.
- Assist with preparing and sending offer letters and acceptance paperwork.
- Update records following receipt of contracts and deposits, ensuring files are correctly stored and tagged.
- Support with the creation and distribution of welcome packs.
- Process returned forms, update consents and assist with Nursery session allocations where needed.
- Help with communications to new joiners, including updates on staffing, term plans and events.
- Liaise with the Office Manager to ensure records are complete for new starter pupils and records are maintained for current pupils.
- Liaise with the Finance department and other relevant staff across the School regarding new starters and leavers.
- Assist with required submissions to local authorities. Send leavers' records to their future schools and inform Surrey County Council of the move.
- Answer daily email and telephone enquiries, responding in a timely manner to ensure that prospective parents receive relevant information about the School.

## Ripley Court School Job Description

# ADMISSIONS ASSISTANT

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Co-ordinate all general administration for Admissions.
- Provide cover for the Reception desk from time to time on an ad hoc basis. This will primarily involve answering the phone/door when on duty in the holidays and the desk is unmanned.
- Participate positively in the life of the School.
- Provide support with School events where required. Assist with set up and attend events as needed. Support internal School events to ensure they reflect the School's values and brand.
- Support the Marketing Manager with Marketing administration as needed.
- Ensure adherence to the Admissions Policy positively engage with all the School's policies and procedures.
- Maintain confidentiality in accordance with data protection regulations at all times.
- Attend staff INSET training and staff training meetings as required.
- Promote and safeguard the welfare of children and young persons with whom you come into contact.
- Carry out other reasonable duties as required by the Marketing Manager and Registrar and the Headmaster and commensurate with the role.
- This job description is expected to evolve to best suit the needs of the School, therefore should be seen as enabling rather than restrictive and is subject to regular review.

Ripley Court School Person Specification

**ADMISSIONS ASSISTANT**

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of a similar role in the education sector.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and organisational skills.</li> <li>• Excellent written and oral communication skills.</li> <li>• High level of customer service skills.</li> <li>• Confident knowledge of Microsoft Office, including Outlook, Word, Excel and running bulk email mail merges.</li> <li>• Excellent attention to detail.</li> <li>• Strong time-management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with SchoolBase or similar pupil management systems.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Pro-active and positive 'can do' approach.</li> <li>• Ability to work as part of a small team.</li> <li>• Warm and welcoming manner.</li> <li>• Confident communicator.</li> <li>• Ability to build and maintain relationships.</li> <li>• Able to maintain confidentiality.</li> <li>• Able to work calmly under pressure.</li> <li>• Committed to the safeguarding and welfare of all pupils.</li> </ul>	