



Admissions Administrator

Full-time

Job description and person specification

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.



Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Michael Truss
Principal

About Concord College

Concord is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80 acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a small language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The college grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord accepted girls for the first time: at first, girls were taught at a separate site nearby at Attingham Park, though by the early 1980s all children were taught together at Acton Burnell. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities - a £12 million state-of-the-art Science building was opened in 2018 - and utterly outstanding outcomes for its students.

The role

The post holder will join the Admissions and Marketing Team, reporting directly to the Admissions Secretary (and thereby ultimately to the Registrar) providing administrative support for the Admissions and Marketing team, also working under the close direction of the Marketing Officers.

An important requirement of this post is the ability to speak to and interact with parents and students, both current and prospective, to make them feel welcome and looked after and to provide them with detailed information on the College and the courses that we offer.

Close liaison with other members of both academic and support staff, as well as contact with agents and external businesses are all part of this role. We are therefore seeking a candidate with a professional demeanour and a warm personality who is able to communicate well with people at all levels from different backgrounds and of different nationalities.

A friendly but professional outlook, outstanding face-to-face as well as written communication skills, attention to detail and excellent IT skills will be essential for the role. The post holder must be able to demonstrate genuine passion and interest for speaking to people of all nationalities around the world, and will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

Responsibilities

- assisting the Admissions Secretary in processing applications and enquiries through the admissions process, maintaining accurate records of pre-admission, current and future students;
- invigilating college entry tests for international students;
- assisting with the administration of the Lower School admission test day and subsequent scholarship test day;
- under the direction of the Registrar and Admissions Secretary, to schedule interviews for student applicants, virtually or in person with members of the SMT;
- checking and responding to emails and other communications on a daily basis;
- dealing with admissions and marketing related telephone enquiries as required;
- liaising with parents, staff, educational agents and students;
- administering and making visa applications and keeping UKVI and CAS records up-to-date for international students;
- collating and preparing packs of materials for staff undertaking marketing events;
- arranging and administering orders of marketing materials as directed by the Marketing Officers;
- emailing contacts for events and bookings on behalf of the marketing team;
- keeping the internal marketing calendar up to date with relevant internal and external marketing events
- taking minutes at staff meetings when required (and other meetings which may occur from time to time) and circulating promptly;
- accompanying visitors on tours of the campus in liaison with and as directed by the Registrar and the Admissions Secretary;
- providing support to the Registrar in day-to-day administrative tasks, which will involve the use of Word, Excel and Outlook;
- any other ad hoc duties as required.

General duties include:

- performing general clerical duties such as accurate filing, archiving, dealing with telephone enquiries, circulating messages and notices, etc;
- providing cover for the Reception and General Office during times of staff absence;
- attending appropriate training in relation to Safeguarding and Child Protection, Health and Safety, and to gain expertise in the use of our Management Information System (MIS);
- complying with policies and procedures, including those relating to safeguarding and child protection, health and safety, welfare, security, smoking in the workplace, confidentiality and data protection, and reporting any concerns.

The above list is not exhaustive, and the College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College.

Key Skills and Experience

The candidate should be able to demonstrate:

- effective communication skills, both written and verbal
- ability to prioritise workload and work well under pressure to strict deadlines
- excellent organisational skills
- accuracy and good attention to detail
- good telephone manner
- minute-taking
- computer literate with excellent IT skills
- proven proficiency in the use of MS Word, Excel and Outlook
- previous experience in administration
- Experience of using SIMS or ISAMS would be an advantage, but is not a pre-requisite.

Person Profile

A total commitment to and sympathy with Concord's ethos of excellence within an international, joyful and kind environment are fundamental. Further, the successful candidate will be able to demonstrate the following qualities:

- a team player with the ability to establish and maintain effective working relationships
- tact, discretion and diplomacy
- a proactive approach with the ability to use own initiative
- a confident communicator with visitors, parents, students and staff
- professional appearance and conduct

Other key information

Hours of work

9am to 5pm Monday to Friday, with an unpaid one-hour lunch break each day (total: 35 hours per week), with additional hours as responsibility and workload demand. A degree of flexibility is required and additional or a changed pattern of hours may be necessary from time to time as workload demands.

Benefits

Benefits include contributory pension scheme and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation.

There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

Holiday entitlement

Annual holiday entitlement will be 5.6 working weeks per annum, inclusive of public holidays. Due to the nature of the business, some public holidays are classed as normal working days. The College operates throughout the year, running summer courses during July and August.

References

The appointment is subject to receipt of satisfactory references and compliance with safeguarding recruitment requirements.

Safeguarding Recruitment Requirements

The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service and DfE's Keeping Children Safe in Education (KCSIE). An enhanced DBS Disclosure is required for this role.

Employment contract

Permanent.

Start date

ASAP

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

Application Information

The closing date for applications is noon on **Tuesday 9 April 2024**. We expect to schedule interviews during the week beginning 15 April 2024.

Application forms are available on our website: <https://concordcollegeuk.com/about-concord/general/job-vacancies/>, or from our HR Department: recruitment@concordcollege.org.uk; Tel: 01694 731631.

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.